

# 40TH ANNUAL Suffolk Peanut Fest

October 5-8, 2017

## Arts & Crafts Exhibitors

Dear Arts & Crafts Exhibitor:

It is with much enthusiasm that we extend to you an invitation to exhibit in the 40th Annual Suffolk Peanut Fest. Exhibitors are an important part of the festival, and your participation is valued. **Please read this letter and all the enclosed information carefully.** The following information is provided for your review:

1. Exhibitor Information
2. Arts & Craft Application
3. Business License Form
4. Table & Chair Rental Form

The application deadline is August 31st. Applications are reviewed and placement is determined by the Arts & Craft Committee. Previous participation, as well as diversity in exhibit items, is considered in the selection process. Applications received after August 31 require payment of a **\$30 late fee**. If your application is not accepted, payment is returned. All approved applicants receive notification. Applicants who withdraw after September 1 forfeit all entry fees. A \$35 fee is charged for returned checks.

### **Only non-commercial exhibitors are allowed to display in the Arts & Crafts Tent..**

Commercial exhibitors are not allowed. No shop or store effect can be erected. **All crafts must be handmade. Should any item(s) be deemed not handmade, you will be asked to remove the item from the display.**

Because of health department regulations, arts and crafts exhibitors are not allowed to sell food items, and animals are not allowed on site.

**Exhibitors must provide their own display equipment including tables and chairs.** You are encouraged to bring tarps for your displays to protect them from moisture that may occur in the tent. If needed, table and chair rental is available. Please refer to enclosed rental form for details.

All exhibitors must have sufficient help to operate their displays, and booths must be attended at all times during festival hours of operation.

Although Suffolk Police will be on site 24 hours each day, exhibitors are responsible for their own exhibits. Suffolk Peanut Fest assumes no liability.

We look forward to your early response. Should you have any questions regarding the application process, contact the Festival Office at 757-539-6751. Our office is located at the festival site, 1410 Airport Road.

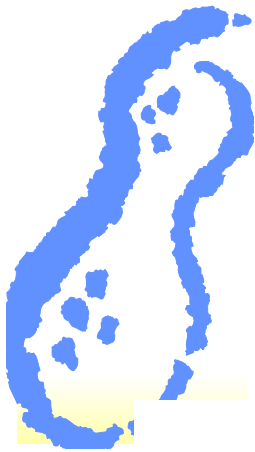
Sincerely,

*Kate Monn*

Arts & Crafts Coordinator

Suffolk Festivals, Inc.  
1410 Airport Road • PO Box 1852 • Suffolk, Virginia 23434  
757-539-6751 • 757-539-6762 FAX  
www.suffolkpeanutfest.com • Info@suffolkfest.org





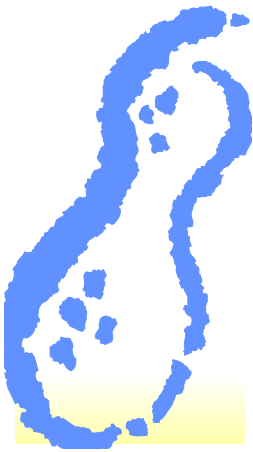
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## Arts & Crafts Exhibitors

### Exhibitor Information

<b>Hours of Operation</b>	Thursday, October 5 Friday, October 6 Saturday, October 7 Sunday, October 8	2:00 p.m. - 10:30 p.m. 10:00 a.m. - 11:00 p.m. 10:00 a.m. - 11:00 p.m. 10:00 a.m. - 7:00 p.m.
<b>Security</b>	Suffolk Police are on site 24 hours each day.	
<b>Site Set Up</b>	<b>Arts and Craft exhibitors must check in at the Information Booth to receive space assignments and parking passes.</b> Set-up times are designated between noon and 6 p.m. on Wednesday and 9 a.m. and Noon on Thursday. Exhibitors must provide their own display equipment including tables and chairs. <b>Vehicles used for set-up purposes must clear the midway/tent area no later than noon on Thursday and must be parked in designated parking areas.</b>	
<b>Space Limitations</b>	<b>Exhibitor areas are limited, and vendors must conduct all business within the confines of their allocated space.</b>	
<b>Parking &amp; Personnel</b>	<b>Exhibitors are allowed access to their site location each day to service/replenish their exhibit until noon on Thursday and until 9:30 a.m. on Friday, Saturday and Sunday.</b> Exhibitors are responsible for reviewing with all persons assisting with their exhibits the rules, regulations and requirements of exhibiting during the festival.	
<b>Tent Flooring</b>	The floor of the Arts & Crafts Tent is paved with asphalt.	
<b>Electrical Services</b>	Electricity is provided and tent areas are well lighted by mercury vapor lights. For each 10' x 10' (approximately) booth space, exhibitors have access to one-half of one 110V duplex receptacle. If you need more amperage, notify the festival office of the appliances and the amperage needed. If there is not sufficient current available, it can be provided at your expense. Suffolk Festivals does not provide extension cords. If you need extension, use only heavy-duty, commercial-grade cords of at least 75 ft. in length. No more than one tri-tap extension is allowed.	
<b>Fire Department</b>	Electric heaters are not allowed in any tent and combustible materials including straw or hay cannot be used in your display. Open flames, i.e., candles, torches, etc., are prohibited without prior approval from the festival office and the Suffolk Fire Department. Fire lanes must be maintained in accordance with Fire Department requirements.	
<b>Emergency Plan</b>	A copy of our emergency plan will be in your final package. Should an emergency arise someone from the Peanut Fest committee will direct you to an exit with instructions depending on the nature of the emergency.	



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## Arts & Crafts Exhibitors

### Exhibitor Information (*continued*)

- Festival Logo** Use of the Peanut Fest logo is not permitted without approval from Suffolk Festivals, Inc. **T-Shirt, Sweatshirt and Hat Sales** Commercially produced tee-shirts, sweatshirts, hats and other garments using the festival logo is strictly prohibited.
- Exhibit Items** Suffolk Festivals reserves the right to determine if exhibit items are acceptable at our family-oriented festival. Failure to comply may result in immediate dismissal from the site and forfeiture of all fees paid.
- Giveaways** There is no fee or permit required to request names, addresses and/or phone numbers from festival visitors for the purpose of holding a drawing or to offer product discounts or giveaways. However, you must include plans to do so on your exhibitor application. Raffles that are fee-based may require a permit. Contact the Charitable Gaming Commission at 804-786-1681 for complete details.
- Pets & Animals** Because of health regulations, **animals are not allowed on site during the festival**. If you see another exhibitor or visitor with a pet, please report to a member of the festival staff.
- Bicycles, Golf Carts and ATVs** Bicycles, skateboards and radios are not allowed on festival grounds. **The use of golf cart-type vehicles is prohibited without prior authorization** from the festival office. Suffolk Festivals assumes no liability for loss, damage or injury caused by the use of such vehicular equipment.
- Clean-Up** Exhibitors are required to leave their areas clean after displays are removed. Failure to do so may cause a clean-up deposit to be reinstated next year.
- Emergency Closures** Should Peanut Fest close for weather or any emergency that requires closures outside the control of Suffolk Festivals, no refunds will be issued to the vendors

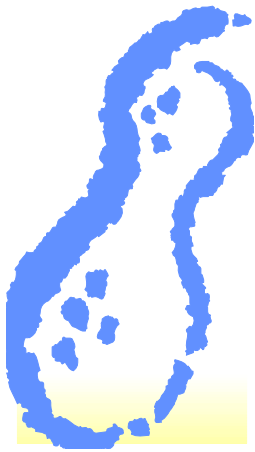
### Certificate of Participation

I/we do guarantee to indemnify and save harmless Suffolk Festivals, Inc. and the City of Suffolk as their Interests may appear from any liability it may incur as a result of my/our participation in the Suffolk Peanut Fest activity which is scheduled to be held in the City of Suffolk, Virginia. This statement is given in the event my/our actions in the participation of the above mentioned should cause any liability to Suffolk Festivals, Inc. and the City of Suffolk.

My signature on the face of the Application confirms that I have read and fully the entire contents of this application package and understand and will abide by all rules and regulations including this Certification of Participation. I further agree to discuss and instruct all co-workers about the entire contents of this information package to insure that all rules and regulations are understood and followed.

---

Signature & date



# 40TH ANNUAL Suffolk Peanut Fest

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## Arts & Crafts Exhibitors

### Arts & Craft Exhibitor Application

Deadline: August 31, 2017

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

1. Do you own a storefront business or shop where you sell your products on a daily basis?

Yes  No No Storefront vendors will be allowed in the Arts & Craft Tent.

2. Describe all items to be displayed. The review committee reserves the right to disallow sale of any items not listed. Should any item(s) be deemed not handmade, you will be asked to remove the item from the display. All items must be handmade.

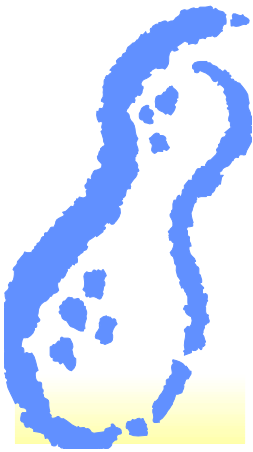
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List prior experience in previous Suffolk Peanut Fests or other festivals.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Attach three current photographs of your exhibit. One photograph should focus on your overall display.

*Application continued on next page.*



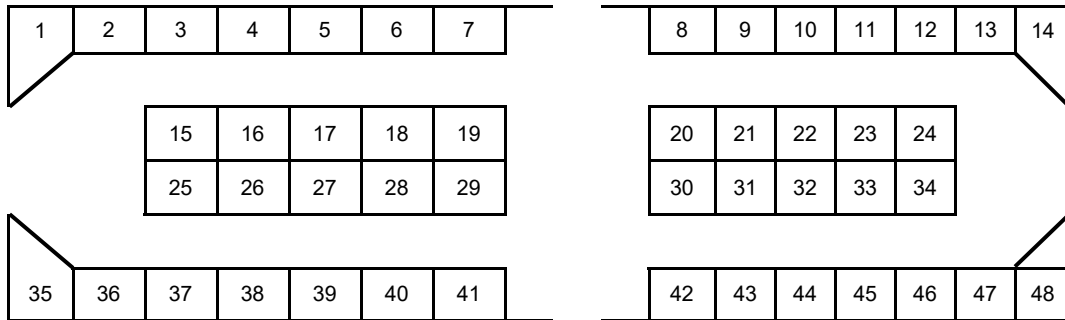
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## Arts & Crafts Exhibitors

### Arts & Craft Exhibitor Application *(continued)*

5. The Arts & Crafts Tent varies in size from year to year. The diagram below is a 60' x 160', and exhibit spaces are approximately 10' x 10'. Designate your preferred location on the layout. The review committee cannot guarantee the tent size or placement and reserves the right to relocate exhibitors at their discretion. Corner booths (1, 7, 8, 14, 15, 19, 20, 24, 25, 29, 30, 34, 35, 41, 42 and 48) require an additional premium space fee of \$25 for each corner that must be paid by a separate check.



Number of spaces requested \_\_\_\_\_ at **\$150** per space: \$ \_\_\_\_\_

Plus additional \$25 (separate check) for premium corner booth (if applicable): \$ 25.00

**Total** \$ \_\_\_\_\_

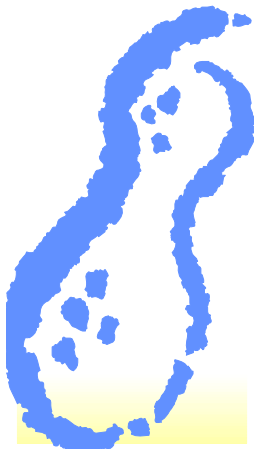
**Please understand that although you have selected a space there are no guarantees that you will receive that particular space.** Depending on the size of the tent the numbers may change but we will do our best to honor your request.

Submit payment to Suffolk Festivals, Inc., P.O. Box 1852, Suffolk, Virginia 23439-1852 together with all required application pages. A \$35 fee will be charged for any returned check. **Applications received after August 31 are required to pay a \$30 late fee.**

**Absolutely no refunds for withdrawal for any reason after September 1.**

I have read fully the contents of the Arts & Crafts Exhibitor Application package and will abide by all rules and regulations including, but not limited to, the Application, Exhibitor Information, Certificate of Participation. By signature below, I also agree to review with all co-workers the full content of this information package to insure that all rules and regulations are adhered to by all involved with my exhibit.

\_\_\_\_\_  
Signature & date



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## Arts & Crafts Exhibitors

### Business License

The City of Suffolk has made available for purchase an Umbrella Business License that will cover all Peanut Fest Vendors conducting on-site sales during the 2017 Peanut Fest. This Umbrella Business License will allow Peanut Fest to offer the Business License to our vendors at a reduced fee of **\$15.00**.

Vendors who are in need of this coverage please complete the form below and return to the festival office with your **\$15.00** fee to be covered. **Make Check Payable to Suffolk Festivals, Inc.**

#### Business License Umbrella Coverage

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

#### Business License Exemption Verification

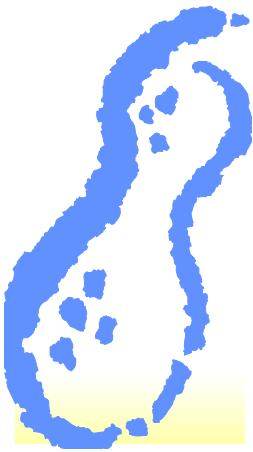
If you are a tax-exempt organization, a business not requesting "on-site" sales, or you already have a license on file with the City of Suffolk, you must complete and return this section with your application. This document will alert the Exhibits Review Committee that you will not need to pay the additional fee to be covered under our Umbrella Business License.

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Reason for Exemption : \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### Table and Chair Rental Form

Yes, I would like to rent tables and/or chairs from Suffolk Festivals, Inc.

#### Fee Schedule

<b>Tables</b>	\$8.00 per day per table
<b>Chairs</b>	\$3.00 per day per chair
<b>Deposit</b>	\$100.00 (fully refundable)

Please complete the form below and return it with your application.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Number Requested	Item	Cost Per Day	Number of Days	Total	Amount Enclosed
	Table	\$8 per table	X 4	\$32.00	
	Chair	\$3 per chair	X 4	\$12.00	
Table & Chair				Deposit	\$100
				Total Amount Enclosed	