Dear 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. Certificate of Insurance
3. Electrical Policy/Certification of Participation
4. Tent Rules/Notes from Fire Department
5. Exhibitors Application Form
6. Business License Form
7. Table and Chair Rental Form

The application deadline is July 31. Applications are reviewed and placement is determined by the Exhibits Committee. Previous participation, as well as diversity in exhibit items, is considered in the selection process. Applications received after July 31 require payment of a $50 late fee. If your application is not accepted, payment is returned. All approved applicants receive email or written notification. Applicants who withdraw after September 1st forfeit all entry fees. A $35 fee is charged for returned checks.

A Commercial Tent diagram is provided on the application, and you may request preferred locations. However, the Exhibits Committee reserves the right to place and/or move any exhibit in order to enhance the appearance of the overall tent. Exhibitors are limited to four spaces. Non-profit groups are limited to one space only at the non-profit rate. Corner spaces will not be sold at non-profit rate.

If you are interested in prime visibility for your exhibit, you may wish to consider a free standing, outside area. Outside exhibit spaces require a tent cover or a self-contained unit.

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,

Kathy Winslow
Exhibits Coordinator
40th Annual Suffolk Peanut Fest

October 5-8, 2017

Commercial Exhibitors

Exhibitor Information

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Thursday, October 5</th>
<th>2:00 p.m. - 10:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday, October 6</td>
<td>10:00 a.m. - 11:00 p.m.</td>
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<tr>
<td></td>
<td>Saturday, October 7</td>
<td>10:00 a.m. - 11:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Sunday, October 8</td>
<td>10:00 a.m. - 7:00 p.m.</td>
</tr>
</tbody>
</table>

All exhibits must remain intact until closing time 7:00 p.m. on Sunday. Exhibitors must have sufficient help to operate their displays, and exhibits must be attended at all times during festival hours of operation. Should a vendor choose to leave before the festival is over, they must breakdown before after festival hours, no exceptions.

Security
Suffolk Police are on site 24 hours each day.

Site Set Up
Exhibitors must check in at the Information Booth to receive space assignments and parking passes. Set-up times are designated between 9 a.m. 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.

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.

Space Limitations
Exhibitor areas are limited, and vendors must conduct all business within the confines of their allocated space. If more space is necessary, such space must be requested at time of application.

Parking & Personnel
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. Exhibitors are responsible for reviewing with all persons assisting with their exhibits the rules, regulations and requirements of exhibiting during the festival.

Tents/Tent Rentals
Outside exhibitors may rent a 20’ x 20’ tent from Suffolk Festivals or provide their own tent. If using your own tent a current Certificate of Flame Resistance which complies with local Fire Code and MFPA 701 Codes must be provided. See also Notes from the Suffolk Fire Department provided with this package. The use of EZ up-type tents must be pre-approved.

Tent Flooring
The floor of the Commercial Tent is paved with asphalt. Outside exhibitors are on natural turf.

Liability Insurance
Product liability and professional liability (if applicable) insurance requirements are $1,000,000 each occurrence/$2,000,000 combined single limits. Upon application approval, a certificate of insurance indicating required liability limits and naming Suffolk Festivals, Inc., and the City of Suffolk as additional insured is required. Your certificate must be on file 30 days prior to site set up. There are no exceptions.

Emergency Plan
A copy of the emergency plan will be in your final packet. 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.
Exhibitor Information (continued)

**Electrical Services**

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.

**Electric Heaters**

Electric heaters are not allowed in any tent and combustible materials including straw or hay cannot be used in your display. Please refer to the enclosed Notes from the Suffolk Fire Department which lists the city fire code restrictions and the Tent Rules for Renters.

**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, sweat shirts, 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 due to weather or any emergency that requires closures outside the control of Suffolk Festivals, no refunds will be issued to the vendors.
40TH ANNUAL Suffolk Peanut Fest
October 5-8, 2017

Commercial Exhibitors

Certificate of Insurance

All vendors must have their insurance agency supply Suffolk Festivals with a Certificate of Insurance indicating liability limits and listing Suffolk Festivals, Inc., and the City of Suffolk as additional insured with respect to the vendor’s participation in the Suffolk Peanut Fest 2016. Product liability and professional liability (if applicable) requirements are $1,000,000 each occurrence/$2,000,000 combined single limits. Insurance certificates must be on file with the festival office 30 days prior to set up. There are no exceptions. A sample certificate is shown below.

![Certificate of Insurance](sample.png)

**CANCELLATION**

If you are cancelling your insurance, please notify us at least 30 days prior to the start date of the event. Failure to provide notice may result in your insurance being cancelled before the expiration date of the policy.

**AUTHORIZED REPRESENTATIVES**

The ACORD name and logo are registered marks of ACORD

ACORD 25 (200801) © 1988-2009 ACORD CORPORATION. All rights reserved.
Electrical Policy

Notice is hereby provided to all vendors that the electrical pedestal or plug from which you obtain power at the festival site shall remain exactly as you find it upon set up.

If there are any electrical connections to be made other than an extension cord, you must contact the festival office who will report your requirements to the electrical coordinator. If any alterations are found during the festival or following the event, the vendor will be responsible for the cost to replace or repair the original equipment.

If there is more than one vendor per pedestal, both vendors will be held responsible for alterations in the electrical equipment and be charged for damages incurred, unless the responsible party steps forward.

This policy insures the safety of our vendors, operators and festival visitors, and we require complete cooperation.

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 and/or any other Peanut Fest related event or 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 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

October 5-8, 2017

Commercial Exhibitors

Tent Rules for Renters

The following rules apply to everyone who rents a tent or whose exhibit is housed under a tent provided by Suffolk Festivals, Inc. (i.e., Commercial Tent, Arts & Crafts Tent, Outside Exhibits Tents or Concessions Tents). These rules are for the safety of everyone. If problems arise, immediately contact the on-site Festival office.

1. Only tent company personnel are permitted to move tents. There are no exceptions.
2. Tents must be evacuated if winds develop over 40 mph as ropes and/or poles could break causing bodily injury.
3. Tent locations can not be changed after set up begins without an additional charge.
4. Do not untie stake lines. Guy lines provide tension on the structure and keep it up.
5. Do not remove any poles out of the tent. To do so severely weakens the structural stability.
6. Do not put nails, staples, wire or any other object through the fabric of the tent or sidewalls.
7. Do not detach the sidewalls. If they are in the way, roll them up and either reverse every other snap or tie them up to secure them in the rolled up position.
8. After the event and prior to take down, remove all decorations and accessories you have added.
9. Electric heaters are not allowed in the tents and no combustible materials including straw, hay or shavings can be used in displays. This is a Fire Code requirement set forth by the Suffolk Fire Marshall.

Notes from the Suffolk Fire Department

- All tent owners/occupants are required to have a current Certificate of Flame Resistance complying with local Fire Code and NFPA 701 codes on file a the festival office. The use of EZ-UP tents must be pre-approved.
- Concession booths using deep-fat frying must have a Type K fire extinguisher on hand. Those not using deep-fat frying may have a five-pound ABC dry chemical fire extinguisher on hand.
- Heating appliances are not allowed in the tents.
- Combustible materials such as hay, straw, shavings or similar materials are not allowed within any tent. All combustible trash shall be removed daily.
- No flammable or combustible substances such as gasoline or LP gas can be stored in tents.
- 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.
- Open air burning of trash, waste or debris is prohibited.
40TH ANNUAL Suffolk Peanut Fest

October 5-8, 2017

Commercial Exhibitors

Exhibitor Application
Deadline: July 31, 2017

Business Name: ________________________________________________________________
Contact Name: __________________________________________________________________
Street Address: __________________________________________________________________
City, State & Zip: __________________________________________________________________
Home Phone: __________________________ Work Phone: __________________________
E-mail: __________________________________ Website: __________________________

1. Business Status: □ For-Profit □ Non-Profit
2. Exhibit Location: □ Commercial Tent □ Outside Exhibit (free standing) size _______
3. Do you require a tent? □ No □ Yes If yes, what size? __________________________
4. Attach a current photograph of your exhibit.

5. Describe fully the appearance of the exhibit and list all items for sale. Use a separate sheet if necessary.
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

6. List prior experience in previous Suffolk Peanut Fests or other festivals.
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
5. The Commercial Tent varies in size from year to year. The diagram below is a 60’ x 200’, and exhibit spaces are approximately 10’ x 10’. Designate your preferred location on the layout below but the number could change depending on the size of the tent. The committee will do our best to honor your request but the review committee reserves the right to relocate exhibitors at their discretion. Application does not guarantee participation. Corner booths (1, 11, 12, 18, 19, 27, 28, 32, 33, 41, 46, 47, 57, 58 and 64) require an additional space fee of $50 for each that must be paid by a separate check.

For-profit exhibitors are limited to four spaces; non-profit exhibitors are limited to one space at a discount fee of $200. Corner spaces will not be sold at the non-profit rate.

6. Outside exhibit spaces are free standing and require tent cover or self-contained units. These spaces are most suitable for displays that do not require weather protection (i.e., car and boat exhibits). They are dispersed along the main corridors of the festival site.

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.

I have read fully the contents of the Exhibitor Application packet and will abide by all rules and regulations. I also agree to review with all co-workers the full content of this information to insure that all rules and regulations are adhered to by all involved with my exhibit.

Signature___________________________________   Date____________________________
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 section of this 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 Form**

Company Name: ________________________________________________
Contact Name: ________________________________________________
Street Address: ________________________________________________
City, State, Zip: ________________________________________________
Telephone: ____________________________________________________

**Business License Exemption Verification Form**

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 the section below return with your application. This document will alert the Concessions 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 ____________________________
**40TH ANNUAL Suffolk Peanut Fest**

October 5-8, 2017

**Commercial Exhibitors**

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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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Per Day</th>
<th>Number of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables</td>
<td>$8.00</td>
<td>X 4</td>
<td>$32.00</td>
</tr>
<tr>
<td>Chairs</td>
<td>$3.00</td>
<td>X 4</td>
<td>$12.00</td>
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</tbody>
</table>

**Deposit**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>$100</td>
</tr>
</tbody>
</table>

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

Name:  

Street Address:  

City, State & Zip:  

Home Phone:  

Work Phone:  

E-mail:  

Website:  

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<table>
<thead>
<tr>
<th>Number Requested</th>
<th>Item</th>
<th>Cost Per Day</th>
<th>Number of Days</th>
<th>Total</th>
<th>Amount Enclosed</th>
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<tr>
<td>Table</td>
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<td>X 4</td>
<td>$32.00</td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td>Chair</td>
<td>$3 per chair</td>
<td>X 4</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td><strong>Table &amp; Chair</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Deposit</strong> $100</td>
</tr>
<tr>
<td><strong>Total Amount Enclosed</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>