

# 46TH ANNUAL Suffolk Peanut Fest

October 10-13, 2024

## Concessionaire Exhibitors

Dear Concessionaire:

It is with much enthusiasm that we extend to you an invitation to apply as a food concessionaire at the Peanut Fest. Concessionaires 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. Tent Rules/Notes from Fire Department
4. Cert of Participation
5. Concessionaire Application

The application deadline is June 1. Applications are reviewed and placement is determined by the Concessions Committee. Previous participation, as well as diversity in menu items, is considered in the selection process. By July, all applicants will receive either a confirmation letter along with a contract or a letter concerning the waiting list.

Payment must be submitted with the application, but checks are not deposited until applications are approved. If your application is not accepted, payment is returned. All approved applicants will receive notification. Applicants who withdraw after September 1 forfeit all entry fees. A \$35 fee is charged for returned checks..

**Exhibitors must provide their own display equipment including tables and chairs.**

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.

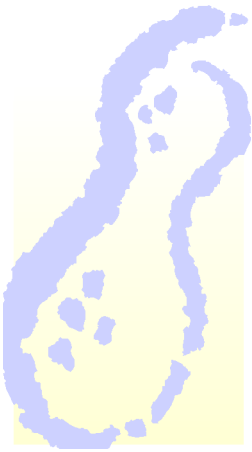
We look forward to your early response. Should you have any questions regarding the application process, contact the Festival Office at 757-539-6751. Our office is located at 440 Market St, 2nd floor, Suffolk. The festival site is 1410 Airport Road.

Sincerely,

*Randy Carter*  
Concessions Coordinator

Suffolk Festivals, Inc.  
PO Box 1852 • Suffolk, Virginia 23439  
757-539-6751  
[www.suffolkpeanutfest.com](http://www.suffolkpeanutfest.com) • [Info@suffolkfest.org](mailto:Info@suffolkfest.org)





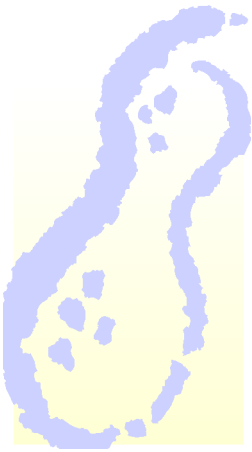
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### Exhibitor Information

<b>Hours of Operation</b>	<b>Thursday October 10</b> <b>2 p.m. to 10 p.m.</b> <b>Friday, October 11</b> <b>10:00 a.m.- 10:00 p.m.</b> <b>Saturday, October 12</b> <b>10:00 a. m. - 10:00 p.m.</b> <b>Sunday, October 13</b> <b>10:00 a.m. - 7:00 p.m.</b>
	<b>All exhibits must remain open and operational until closing time 7:00 p.m. on Sunday.</b> Exhibitors must have sufficient help to operate their displays, and exhibits must be attended at all times during festival hours of operation.
<b>Security</b>	Suffolk Police are on site 24 hours each day.
<b>Site Set Up</b>	Exhibitors must check in at the Information Booth to receive space assignments and vendor passes. Set-up times are designated between 9 a.m. and 6 p.m. on Wednesday and 9 a.m. to 2 p.m. on Thursday. Exhibitors must provide their own display equipment including tables and chairs. <b>You must be ready for inspections from the Suffolk Health Department by 1 p. m..</b>  Vehicles used for set-up purposes must clear the midway/tent area no later than 2 p.m. on Thursday and must be parked in designated parking areas.
<b>Space Limitations</b>	Exhibitor areas are limited, and vendors must conduct all business within the confines of their allocated space. If more space is necessary, a dining area, for example, such space must be requested at time of application.
<b>Parking &amp; Personnel</b>	Exhibitors are allowed access to their site location each day to service/replenish their exhibit until 2 p. m. on Thursday and until 9:30 a.m. on Friday, Saturday and Sunday. <b>No vehicle will be allowed to leave the food court area until the close of the festival each night.</b> Exhibitors are responsible for reviewing with all persons assisting with their exhibits the rules, regulations and requirements of exhibiting during the festival.
<b>Tents</b>	All tents must be Flame Resistance which complies with local Fire Code and MFPA 701 Codes. See also Notes from the Suffolk Fire Department provided with this package. The use of EZ up-type tents must be pre-approved.
<b>Tent Flooring</b>	Concessionaires are required to cover the ground under their canopies with carpeting, plywood or other approved materials. This is a Health Department mandate, and there are no exceptions.
<b>Liability Insurance</b>	Product liability and professional liability insurance requirements are \$100,000 each occurrence/\$200,000 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.
<b>Emergency Plan</b>	A safety meeting will be held each day of the festival, 1 p.m. on Thursday, 9 a.m. on Friday, Saturday and Sunday. This meeting should cover the emergency plan. 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.



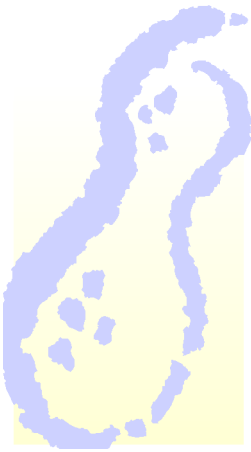
# 46TH ANNUAL Suffolk Peanut Fest

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## Concessionaire Exhibitors

### Exhibitor Information (*continued*)

<b>Electrical Services</b>	Permanent electricity on site is provided; however concessionaires are encouraged to minimize their demands for such service or be self-contained as much as possible. You will be provided one Mid-west box containing four 110 volt receptacles, or one 220 volt hook-up. Any additional needs beyond these requirements will not be available. Extension cords will not be allowed to run from other places to concession tents or units. Extension cords must be run only from your pedestal. Suffolk Peanut Fest will no longer provide hook ups for self-contained units. We provide 50 AMP receptacles on pedestal. Plugs (NEMA number 1450-P) must be purchased prior to arrival.
<b>Electric Heaters</b>	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.
<b>Beverages</b>	Suffolk Festivals will no longer have a beverage distributor on site. You may sell any product available, no exclusives.
<b>Water</b>	Water is available in the concessions area. Community water hook-ups are not permitted.
<b>Festival Logo</b>	Use of the Peanut Fest logo is not permitted without approval from Suffolk Festivals, Inc..
<b>Giveaways</b>	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. <b>Raffles</b> that are fee-based may require a permit. Contact the Charitable Gaming Commission at 804-786-1681 for complete details.
<b>Pets &amp; Animals</b>	Because of health regulations, <b>animals are not allowed on site during the festival.</b>
<b>Bicycles, Golf Carts and ATVs</b>	Bicycles and skateboards are not allowed on festival grounds. <b>The use of golf cart-type vehicles is prohibited without prior authorization from the festival office.</b> Suffolk Festivals assumes no liability for loss, damage or injury caused by the use of such vehicular equipment.
<b>WiFi</b>	At this time we can't guarantee access to WiFi. We are working on getting a higher signal strength.
<b>Clean-Up</b>	Exhibitors are required to leave their areas clean after displays are removed.



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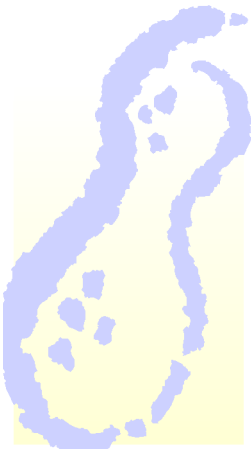
October 10-13, 2024

Concessionaire 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 2024. Product liability requirements are \$100,000 each occurrence/\$200,000 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.

<b>ACORD. CERTIFICATE OF LIABILITY INSURANCE</b>		CSR BE SUFG025	DATE (MMDD/YYYY) 04/06/06			
PRODUCER  <b>INSURANCE AGENCY NAME</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED  <b>YOUR NAME</b>		INSURERS AFFORDING COVERAGE INSURER A: <b>OWNER'S INSURANCE COMPANY</b> INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #			
<b>COVERAGES</b>						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSUR POLY LTR	INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MMDDYY)	POLICY EXPIRATION DATE (MMDDYY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	32PAC0000591120203	09/15/05	09/15/06	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>Unlimited</b> PRODUCTS - COM/PROP AGG \$ <b>5,000,000</b>
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				W/C STATUTORY LIMITS \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
OTHER						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS <b>"SUFFOLK FESTIVALS, INC. AND THE CITY OF SUFFOLK" AS ADDITIONAL INSURED WITH RESPECT TO THE INSURED'S PARTICIPATION IN THE SUFFOLK PEANUT FEST 2022.</b>						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
SUFFOLK FESTIVALS, INC. CITY OF SUFFOLK ATTENTION: LISA KEY P.O. BOX 1852 SUFFOLK, VIRGINIA 23439-1852				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>010</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		



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## Concessionaire Exhibitors

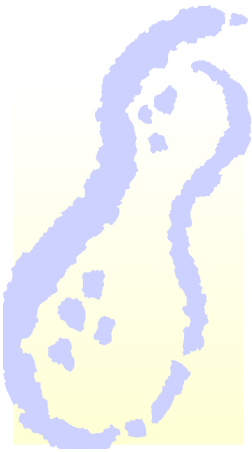
### Tent Rules

The following rules apply to everyone whose exhibit is housed under a tent. These rules are for the safety of everyone. If problems arise, immediately contact the on-site Festival office at 757-539-6751.

1. Tents must be evacuated if winds develop over 40 mph as ropes and/or poles could break causing bodily injury.
2. Do not untie stake lines. Guy lines provide tension on the structure and keep it up.
3. 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 tents are required to be Flame Resistance complying with local Fire Code and NFPA 701 codes. 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.



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## Concessionaire Exhibitors

### 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 food court coordinator 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.

### Refund Policy

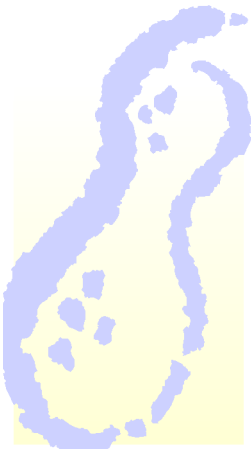
Should Peanut Fest close for weather or any emergency that requires closures outside the control of Suffolk Festivals, Inc., no refunds will be issued to the vendors.

### 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 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. A copy of the rules and regulations will be given to persons in charge of booth during the festival.

\_\_\_\_\_  
Signature



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## Concessionaire Exhibitors

### Concessionaire Application

Deadline June 1, 2024

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

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

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

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

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

1. Business Status:             For-Profit                     Non-Profit
2. Exhibit Description:         Self-Contained (size of unit) \_\_\_\_\_  TENT
3. Space are assigned based on a 20 x 20 space. Should more space be required you will be expected to pay an additional fee based on size of unit. **Please include a photo of your set-up with any notes of additional space requirements including any set up needs.**
4. Describe **all items for sale and their prices**. List 6 main food item first. Use separate sheet if necessary. The review committee reserves the right to disallow sale of any items not listed. There will be a strict limitation on food items.

\_\_\_\_\_

\_\_\_\_\_

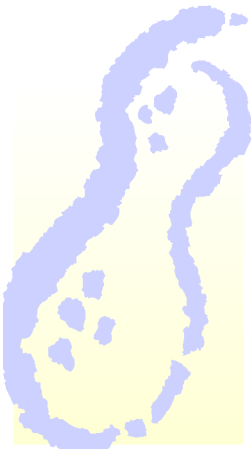
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. List prior experience in previous Suffolk Peanut Fests or other festivals.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Application continued on next page.*



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## Concessionaire Exhibitors

### Concessionaire Application *(continued)*

5. Each concession space includes a 20' x 20' area necessary (*i.e.*, a dining area). **If more space is necessary (*i.e.*, a dining area), describe** your additional requirements, and calculate applicable fees as follows:

Space Only:	<input type="checkbox"/> For-Profit	\$1,000	20 X 20 frontage
		\$1,400	20 X 30 frontage
		\$1,750	20 X 40 frontage
	<input type="checkbox"/> Non Profit	\$700	(20 X 20)

Total Fee Due \$\_\_\_\_\_

Additional requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit payment to Suffolk Festivals, Inc., together with all required application pages to Suffolk Festivals, Inc., P O Box 1852, Suffolk, Virginia 23439-1852. A \$35 fee will be charged for any returned check.

**Absolutely no refunds for withdrawal for any reason after September 1, 2024.**

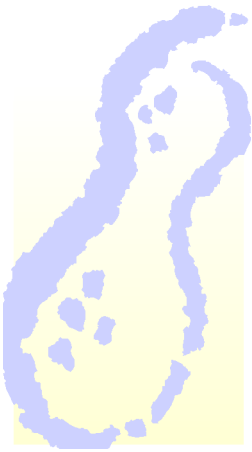
I have read fully the contents of the Concessionaire Application package and will abide by all rules and regulations including, but not limited to, the Application, Exhibitor Information, Tent Rules, Electrical Policy and Certificate of Participation. By signature below, I also agree to review with all 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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date





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## Concessionaire Exhibitors

### Vendor checklist

Please initial by each statement. Please be advised that this application is not valid without initials, name of applicant and signature.

\_\_\_\_\_ I understand that that in case of an emergency or for reasons beyond the control of Suffolk Festivals, Inc., we reserve the rights to cancel the scheduled event during or prior to scheduled event without liability.

\_\_\_\_\_ I have read and understand the rules and regulation set forth in this application.

\_\_\_\_\_ I have reviewed these rules and regulations with any party that will be working or involved in conducting the business of my business.

\_\_\_\_\_ I understand that I or persons conducting my business are expected to remain open and operational during the hours of operation for the festival.

\_\_\_\_\_ I understand that I am required to provide all equipment including tent, table and chairs to conduct my business.

\_\_\_\_\_ I understand that although the City of Suffolk Police will be on site during the festival, I am responsible for my own exhibit.

\_\_\_\_\_ I understand that the festival holds the right to grant exclusivity for any items they deem necessary.

\_\_\_\_\_ I understand that under no circumstances I will be allowed to drive a vehicle on the midway while the festival is open.

\_\_\_\_\_ I understand that I am to leave my space cleaned and all trash removed.

\_\_\_\_\_ I understand that if my needs for electricity are greater than normally provided by the festival, I will contact the food court representative to make arrangements.

\_\_\_\_\_ I understand that I am only allowed to sell items that have been approved by the festival committee. I must have a posted menu with prices at the time festival opens.

The undersigned certifies that he/she is familiar with the rules, regulations and responsibilities specified in this application. The undersigned further certifies that he/she is the legally authorized representative of the organization and the legal authority to submit this application.

Applicant Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_