



Dear Exhibitor:

It is with much enthusiasm that we extend to you an invitation to exhibit in the 44th 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:

- Exhibitor Information
- Certificate of Insurance
- Electrical Policy/Certification of Participation
- Tent Rules/Notes from the Fire Department
- Exhibitors Application
- Business License Form

The application deadline is September 1, 2022. 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. If your application is not accepted, payment is returned. All approved applicants receive email or written notification. Applicants who withdraw after September 15, 2022, forfeit all entry fees. A \$35 fee is charged for returned checks.

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. 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. The festival site is located at 1410 Airport Road. The office is located at 440 Market St., Suffolk, 2nd floor.

Sincerely,

Kathy Winslow

Kathy Winslow
Commercial Exhibits Coordinator
Suffolk Peanut Fest



HOURS OF OPERATION

Thursday, October 6 4pm-10pm
Friday, October 7 10am-10pm
Saturday, October 8 10am-10pm
Sunday, October 9 10am-7pm

All exhibits must remain intact until closing time 7:00pm 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 an emergency arise where a vendor must leave, the breakdown of the display can only be done before or after festival hours. No refund of deposit will be made if you

SITE SET UP Exhibitors must check in at the Information Booth to receive space assignments and vendor passes. Set-up times are designated between 10:00am and 6:00pm on Wednesday and between 9:00am and 3:00pm 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 3:00pm on Thursday and must be parked in designated parking areas.

PARKING & PERSONNEL Exhibitor are allowed access their site location each day to service/replenish their exhibit until 9:00am each day. Exhibitors are responsible for reviewing with all persons assisting with their exhibits the rules, regulation and requirements of exhibiting during the festival.

SPACE LIMITATIONS Exhibitor areas are limited, and vendors must conduct all business within the confines of their allocated space. Outside exhibitors provide their 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 tent is paved with asphalt. Outside exhibitors are on natural turf.

CLEAN-UP Exhibitors are required to leave their area clean after displays are removed.

ELECTRICAL SERVICES Electricity is provided and tent areas are well lighted by mercury vapor lights. For each 10 x 10' 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.

FIRE DEPARTMENT 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. **EMERGENCY PLAN** There will be a safety briefing each morning at 9:00am. 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. **EMERGENCY CLOSURES** Should Peanut Fest close due to weather or any emergency (including COVID-19 mandates set forth by the Governor) that requires closures outside the control of Suffolk Festivals, no refunds will be issued to the vendors.

FESTIVAL LOGO Use of the Peanut Fest logo is not permitted without approval from Suffolk Festivals, Inc.

T-SHIRT, SWEAT SHIRT & HATS SALES Commercially produced tee-shirts, sweat shirts, hats and other garments using the festival logos 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.

RESTRICTIONS Because of health regulations, pets are not allowed on site during the festival. Bicycles, skateboards, ATVs 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.



EXHIBITOR APPLICATION

Deadline: September 1, 2022

Company Name: _____

Contact Name: _____

Street Address: _____ City, State & Zip: _____

Cell Phone: _____ Work Phone: _____

Email: _____ Website: _____

Business Status (Check all that apply):

For-Profit

Non-Profit

Exhibit Location:

Commercial Tent

Outside Exhibit (free standing) Size: _____

Attach a current photograph of your exhibit.

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

List experience in previous Suffolk Peanut Fests or other festivals.

The Commercial Tent varies in size from year to year.

Application does not guarantee participation. Corner booths 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.

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.

COMMERCIAL TENT EXHIBITOR FEE SCHEDULE	
Number of Spaces	Before August 15
One	\$300
Two	\$500
Three	\$675
Four	\$850
Corner Fee	\$50
OUTSIDE EXHIBITOR FEE SCHEDULE	
10' x 10'	\$300
20' x 20'	\$575
20' x 30'	\$825
20' x 40'	\$1000

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.

READ, SIGN & REMIT

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 2022. 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 on right.

BUSINESS LICENSE The City of Suffolk has made available for purchase an Umbrella Business License that will cover all Suffolk Peanut Fest Vendors conducting on-site sales during the 2022 Peanut Fest. This Umbrella Business License will allow Peanut Fest to offer the Business License to our vendors at a reduced fee of \$15. Vendors who are in need of this coverage please complete the form below and return to the festival office with your \$15 fee to be covered. Make Check Payable to Suffolk Festivals, Inc.

ACORD® CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER YOUR INSURANCE AGENT (NAME & MAILING ADDRESS)		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 YOUR COMPANY TRADE NAME (if any) MAILING ADDRESS CITY, STATE & ZIP CODE		INSURERS AFFORDING COVERAGE INSURER A: INSURANCE COMPANY NAME INSURER B: INSURER C: INSURER D: INSURER E:
COVERAGES 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.		NAIC #
CLASS CODES TYPE OF INSURANCE A X X COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	POLICY NUMBER *SCHEDULE MUST BE NOTED, OR NUMBER TRANS LISTS SHOW	POLICY EFFECTIVE DATE (MM/DD/YYYY) 01/01/00
GENERAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> EACH OCCURRENCE <input type="checkbox"/> PER YEAR <input type="checkbox"/> PER YEAR/ACCIDENT	POLICY EXPIRATION DATE (MM/DD/YYYY) 01/01/00	LIMITS EACH OCCURRENCE (BODILY INJURY/PROPERTY DAMAGE) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SHOWN/DRIVEN AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT (E&DAMAGE) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$
EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$		EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
EMPLOYERS COMPENSATION AND EMPLOYERS LIABILITY (OFFICERS/MEMBERS EXCLUDED) (EMPLOYERS AND SPECIAL PROVISIONS below)		(BY STATE) (IF OTHER LIMITS) \$ \$ \$ \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Suffolk Festivals, Inc. and/or The City of Suffolk are shown as Additional Insured with respect to the Insured's participation in the Suffolk Peanut Fest.		
Festival Dates: (INSERT FESTIVAL DATES)		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 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.
CERTIFICATE HOLDER Suffolk Festivals, Inc. and/or The City of Suffolk Attn: Lisa Key P. O. Box 1852 Suffolk, VA 23439-1852		AUTHORIZED REPRESENTATIVE
ACORD 104 (2009/01)		© 1988-2009 ACORD CORPORATION. All rights reserved. The ACORD® name and logo are registered marks of ACORD

BUSINESS LICENSE UMBRELLA COVERAGE

Company Name: _____ Contact Name: _____

Street Address: _____ City, State, Zip: _____

Telephone: _____ Email: _____

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

CERTIFICATE OF PARTICIPATION I/we do guarantee to indemnify and save harmless Suffolk Festivals, Inc. and the City of Suffolk as their interest 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 this application confirms that I have read and fully understand the contents of this application package 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



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.

TENT RULES

The following rules apply to everyone whose exhibit is housed under a tent provided by Suffolk Festivals, Inc. 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 at 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.

I have read fully the contents of this 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 ensure that all the rules and regulations are adhered to by all involved with my exhibit.



Signature & Date