

40TH ANNUAL Suffolk Peanut Fest

October 5-8, 2017

Vintage Day Application

Dear Vintage Day 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. Vintage Day Application
3. Business License Form
4. Table & Chair Rental Form

The application deadline is July 31st. Applications are reviewed and placement is determined by the 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 notification. Applicants who withdraw after September 1 forfeit all entry fees. A \$35 fee is charged for returned checks.

Because of health department regulations, vintage day 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. 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 the Vintage Day exhibits time. Vintage Day is for the "sale of repurposed, reclaimed, vintage and antique goods".

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.

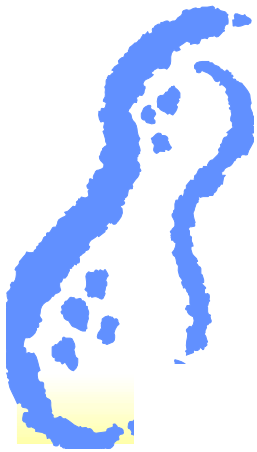
Sincerely,

Kate Rawls

Arts & Crafts Coordinator

Suffolk Festivals, Inc.
1410 Airport Road • PO Box 1852 • Suffolk, Virginia 23434
757-539-6751 • 757-539-6762 FAX
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Exhibitor Information

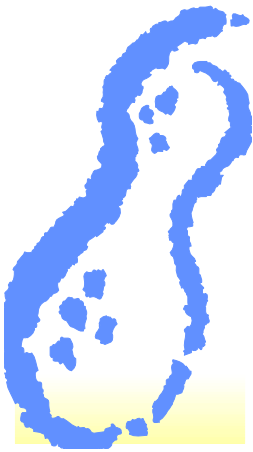
Hours of	Saturday, October 7	10:00 a.m.
	Exhibitors must have sufficient help to operate their displays, and exhibits must be attended at all times during festival hours of operation.	
Site Set Up	Vintage Day exhibitors must check in at the Information Booth Set-up time before 10 am on Saturday October 7th. Exhibitors must provide their own display equipment including tables and chairs. Vehicles used for set-up purposes must clear the midway area no later than 10 am on Saturday and moved to designated parking areas.	
Space Limitations	Exhibitor areas are limited, and vendors must conduct all business within the confines of their allocated space.	
Emergency Plan	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.	
Festival Logo	Use of the Peanut Fest logo is not permitted without approval from Suffolk Festivals., Inc.	
T-Shirt, Sweat Shirt and Hat Sales	Commercially produced tee-shirts, sweat shirts, hats and other garments using the festival logo is strictly prohibited.	
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.	

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



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Vintage Day Exhibitor Application

Vintage Day October 7, 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
2. Fee for space is \$50 for a 10 x 10 space. This is space only fee.
3. Describe all items to be displayed. **Vintage Day is for the sale of “repurposed, reclaimed, vintage and antique goods”.**

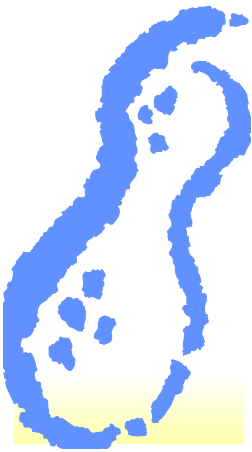
- 4.. List prior experience in previous Suffolk Peanut Fests or other festivals.

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

I have read fully the contents of the Vintage Day 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

Date



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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

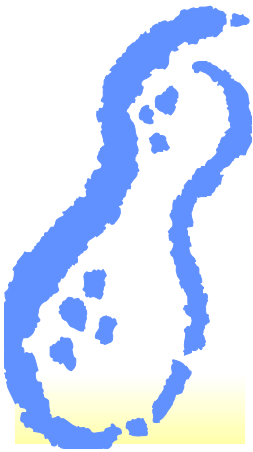
If you are a tax-exempt organization, a business not requesting "on-site" sales, or you already have a license on file with the City of Suffolk, you must complete and return this section with your application. This document will alert the Exhibits Review Committee that you will not need to pay the additional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

Tables	\$8.00 per day per table
Chairs	\$3.00 per day per chair
Deposit	\$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		\$8	
	Chair	\$3 per chair		\$3	
Table & Chair				Deposit	\$100
				Total Amount Enclosed	