

# 35TH ANNUAL Suffolk Peanut Fest

October 4-7, 2012

## Arts & Crafts Exhibitors

Dear Arts & Crafts Exhibitor:

It is with much enthusiasm that we extend to you an invitation to exhibit in the 35th 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. Fact Sheet
2. Exhibitor Information
3. Tent Rules for Renters
4. Notes from the Suffolk Fire Department/Hotel Info.
5. Electrical Policy/Certificate of Participation
6. Business License Coverage Form
7. Business License Verification Form
8. Arts & Crafts Application
9. Table & Chair Rental Form

The application deadline is July 1. 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 1 require payment of a **\$30 late fee**. If your application is not accepted, payment is returned. All approved applicants receive written 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.**

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.

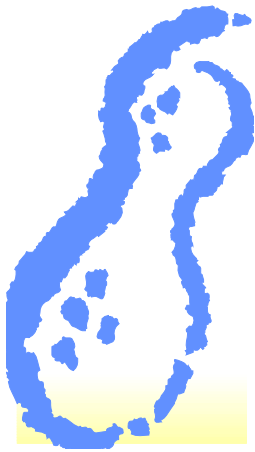
Sincerely,

*Susie Forsythe*

Arts & Crafts Coordinator

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





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October 4-7, 2012

## Arts & Crafts Exhibitors

### Fact Sheet

**WHEN:** Thursday, October 4 through Sunday, October 7, 2012

**WHERE:** Suffolk Executive Airport

**TIMES:** Site Operational Hours

Thursday	2:00 p.m. - 10:30 p.m.
Friday	10:00 a.m. - 11:00 p.m.
Saturday	10:00 a.m. - 11:00 p.m.
Sunday	10:00 a.m. - 7:00 p.m.

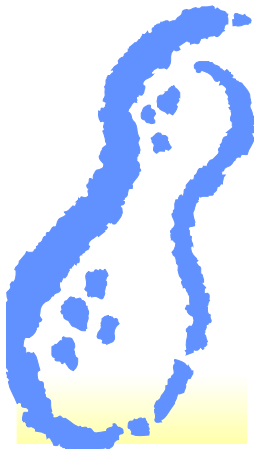
**SECURITY:** Suffolk Police on site 24 hours each day

**ATTENDANCE:** 1984: 20,000 2011: 150,000

**ATTRACTIONS:** Commercial Exhibitors - Arts & Crafts Exhibitors - Performing Acts on Two Stages  
Senior Citizens' Day - Kiddie Day Activities - Pre-schoolers' Fun & Games,  
Fireworks, Hot Pepper Eating Contest - World's Only Peanut Butter Sculpture Contest  
Bingo - Suffolk Museum Exhibit - Amusement Rides - Agricultural Exhibits  
Horseshoe Tournament - Karaoke Contest - Special Children's Activities  
Kiddie Rides - Pony Rides - Petting Zoo  
**Back by popular demand ...** NationWide Demolition Derby  
Big Daddy Motorsports Truck & Tractor Pull

#### NATIONAL AND INTERNATIONAL ENTERTAINMENT HISTORY:

- 1992 Marge Calhoun, Eric Burden Brian Auger Band, Firefall, Sammy Kershaw and Suzy Bogguss
- 1993 Joy White, Matthews-Wright & King, Survivor, Outlaws
- 1994 Firefall, Marshall Tucker Band, Victoria Shaw, The Mavericks, Daryl & Don Ellis
- 1995 Rare Earth, Georgia Satellites, Pieces of a Dream, Martin Page, Lisa Brokop, and Steve Wariner
- 1996 Martina McBride, The Byrds Celebration, Marshall Tucker Band, Beatlemania Live, Delevantes
- 1997 Neil McCoy, The Association, .38 Special, Ozark Mtn Daredevils, Robert Jospe, Inner Rhythm
- 1998 Diamond Rio, Fattburger, Starship featuring Mickey Thomas, Survivor, BeatleMania Live
- 1999 Yankee Gray, Paul Rodgers of Bad Company, Chuck Loeb, The Romantics, Billy Ray Cyrus
- 2000 10,000 Maniacs, Lucky Town, Patty Loveless, Kyle Davis Band
- 2001 Aaron Tippin, The Warren Brothers, John Kay & Steppenwolf, Wil Seabrook Band, The Illegals
- 2002 Tracy Byrd, Jefferson Starship, Jon B
- 2003 Restless Heart, Blue Oyster Cult, Molly Hatchet
- 2004 Poco, Edwin McCain, Rachel Proctor, Jimmy Wayne
- 2005 Firefall, Little River Band, Joe Diffie
- 2006 Little River Band, The Family Stone Experience, Chely Wright
- 2007 Jr. Walker "All Stars", Poco and Pure Prairie League, and Josh Gracin
- 2008 Cracker, Dickey Betts & Great Southern, Little Texas and Restless Heart
- 2009 The Marshall Tucker Band, Pat Travers, The Edgar Winter Band and Phil Vassar
- 2010 Molly Hatchet, Bad Company former lead singer Brian Howe and Tracy Lawrence
- 2011 Foghat and Charlie Daniels Band



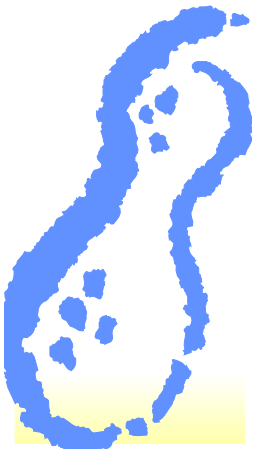
# 35TH ANNUAL Suffolk Peanut Fest

October 4-7, 2012

## Arts & Crafts Exhibitors

### Exhibitor Information

<b>Hours of Operation</b>	Thursday, October 4 Friday, October 5 Saturday, October 6 Sunday, October 7	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>New this year 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>Table and Chair Rentals</b>	A Table and Chair Rental Form is provided with this package. Complete and return the form with your exhibitor application if you choose to rent them from us.	
<b>Electrical Services</b>	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.	
<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 and the Tent Rules for Renters.	



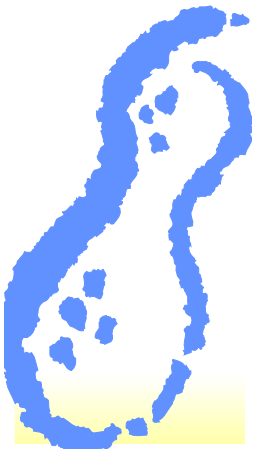
# 35TH ANNUAL Suffolk Peanut Fest

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## Arts & Crafts Exhibitors

### Exhibitor Information (*continued*)

<b>Festival Logo</b>	Use of the Peanut Fest logo is not permitted without approval from Suffolk Festivals., Inc.
<b>T-Shirt, Sweat Shirt and Hat Sales</b>	Commercially produced tee-shirts, sweat shirts, hats and other garments using the festival logo is strictly prohibited.
<b>Exhibit Items</b>	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.
<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>	Raffles 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> If you see another exhibitor or visitor with a pet, please report to a member of the festival staff.
<b>Bicycles, Golf Carts and ATVs</b>	Bicycles, skateboards and boom boxes are not allowed on festival grounds. <b>The use of golf cart-type vehicles is prohibited without prior authorization</b> from the festival office. Suffolk Festivals assumes no liability for loss, damage or injury caused by the use of such vehicular equipment.
<b>Clean-Up</b>	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.



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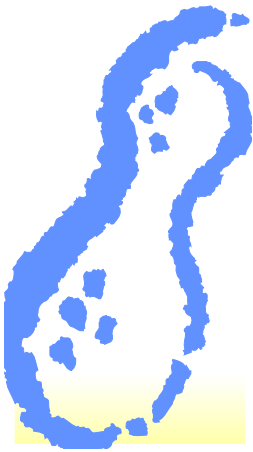
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## Arts & Crafts Exhibitors

### 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. Customers must have all water and electrical lines marked. The tent company is not responsible for any damage caused to unmarked lines.
4. Allow six square feet per person under a tent. Crowded conditions cause safety hazards. Provide at least two exits, and keep exits clear of any obstructions and clearly identified.
5. Tent locations can not be changed after set up begins without an additional charge.
6. Do not untie stake lines. Guy lines provide tension on the structure and keep it up.
7. Do not remove any poles out of the tent. To do so severely weakens the structural stability.
8. Do not put nails, staples, wire or any other object through the fabric of the tent or sidewalls. Do not cut the fabric.
9. 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.
10. After the event and prior to take down, remove all decorations and accessories you have added. Stack and fold tables and chairs.
11. 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.



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## Arts & Crafts Exhibitors

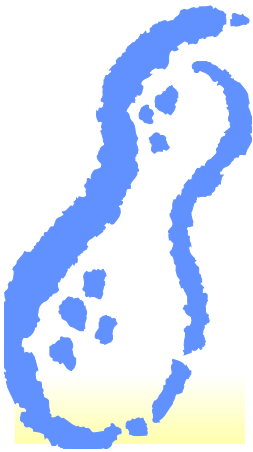
### Notes from the Suffolk Fire Department

- 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.

***These requirements must be met in order to maintain the safest conditions possible for all those who participate in the festivities.***

### **Suffolk Area Hotel Information**

<i>Hilton Garden Inn (Constance Road) Official Peanut Fest Hotel</i>	<i>757-925-1300</i>
<i>Hilton Garden Inn (Harbour View Blvd.)</i>	<i>757-484-9001</i>
<i>Holiday Inn Express (Godwin Blvd.)</i>	<i>757-923-1010</i>
<i>Days Inn Suffolk (Holland Road)</i>	<i>757-539-5111</i>
<i>Quality Inn (Pruden Blvd.)</i>	<i>757-934-2311</i>



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## Arts & Crafts 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 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.

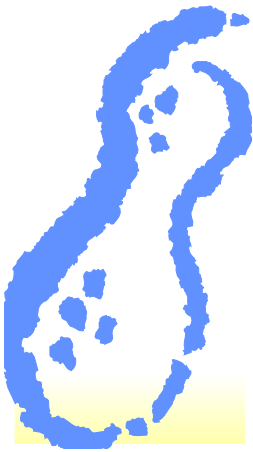
If there is more than one vendor per pedestal, both vendors will be held responsible for alterations in the electrical equipment and be charged for damages incurred, unless the responsible party steps forward.

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.



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## Arts & Crafts Exhibitors

### Business License

**TO:** 2012 Suffolk Peanut Fest Exhibitors  
**FROM:** Joe Patterson  
2012 Peanut Fest Chairman  
**SUBJECT:** City of Suffolk Umbrella Business License Coverage

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 2012 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**. Those vendors who already have a current year business license, are a non-profit, or are not conducting on-site sales during the festival please complete & return the Business License Exemption Verification Form on the next page.

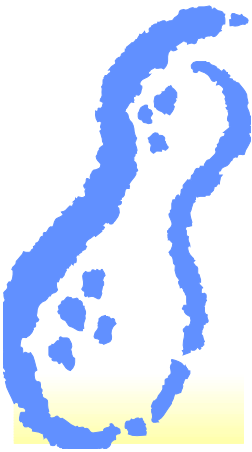
Vendors who are in need of this coverage please complete the form below and return to the festival office with your **\$15.00** fee to be covered. **Make Check Payable to Suffolk Festivals, Inc.**

### Business License Umbrella Coverage Form

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Arts & Crafts Exhibitors

### 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 and return this form 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: \_\_\_\_\_

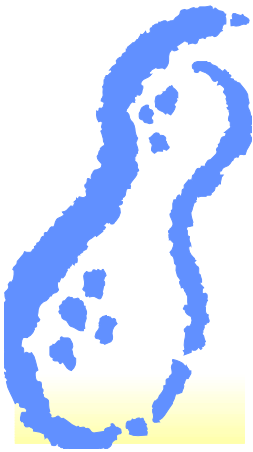
Telephone: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# 35TH ANNUAL Suffolk Peanut Fest

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## Arts & Crafts Exhibitors

### Arts & Craft Exhibitor Application

Deadline: July 1, 2012

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. Describe all items to be displayed. The review committee reserves the right to disallow sale of any items not listed.

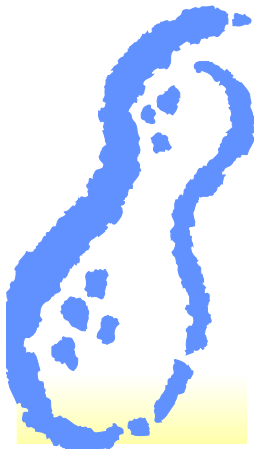
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3. List prior experience in previous Suffolk Peanut Fests or other festivals.

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

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

*Application continued on next page.*



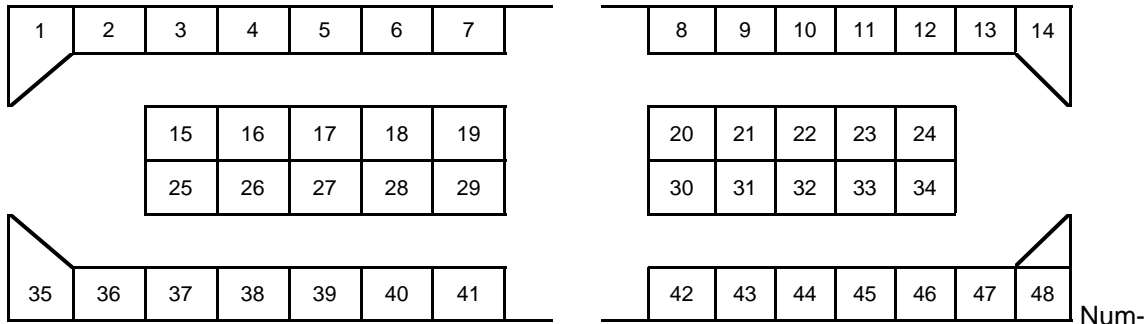
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## Arts & Crafts Exhibitors

### 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 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 **\$125** per space: \$ \_\_\_\_\_  
 Plus additional \$25 (separate check) for premium corner booth (if applicable): \$ 25  
**Total** \$ \_\_\_\_\_

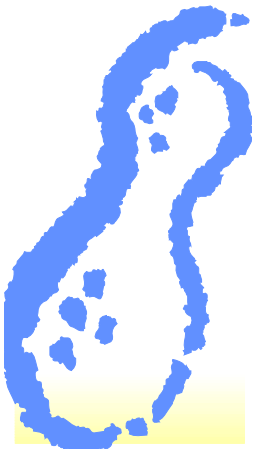
**Please understand that although you have selected a space there are no guarantees that you will receive that particular space.** Depending on the size of the tent the numbers may change but we will do our best to honor your request.

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 July 1 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, Tent Rules for Renters, 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.

\_\_\_\_\_



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## Arts & Crafts Exhibitors

### 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		
	Chair	\$3 per chair	X 4		
Table & Chair				Deposit	\$100
				Total Amount Enclosed	