

35TH ANNUAL Suffolk Peanut Fest

October 4-7, 2012

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. Fact Sheet
2. Exhibitor Information
3. Certificate of Insurance
4. Tent Rules for Renters
5. Notes from the Suffolk Fire Department & Hotel Info.
6. Electrical Policy /Cert. of Participation
7. Concessionaire Application
8. Table and Chair Rental Form

The application deadline is May 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 late May, 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. Applications received after May 1 may require payment of a \$25 late fee. If your application is not accepted, payment is returned. By late May, all approved applicants receive written 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. 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.

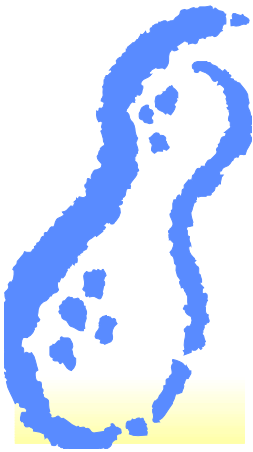
Sincerely,

Brenda Garnett

Concessions 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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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.

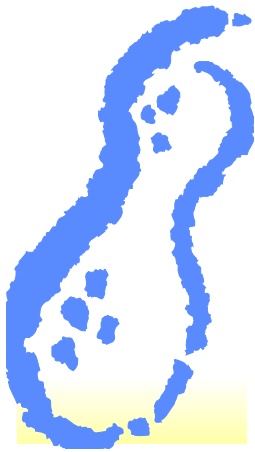
SECURITY: Suffolk Police on site 24 hours each day

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
Big Daddy Motorsports Truck & Tractor Pull - 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



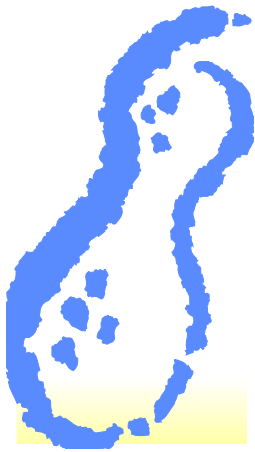
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Concessionaire Exhibitors

Exhibitor Information

Hours of Operation	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.
	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.	
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, a dining area, for example, 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	Exhibitors may rent a 20' x 20' tent from Suffolk Festivals or provide their own tent. If using 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	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.	
Table and Chair Rentals	A Table and Chair Rental Form is provided with this package. Complete and return the form with your concessions application if you choose to rent them from us.	
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.	



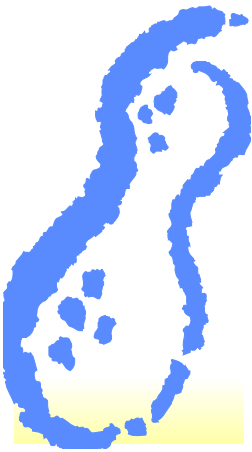
35TH ANNUAL Suffolk Peanut Fest

October 4-7, 2012

Concessionaire Exhibitors

Exhibitor Information (*continued*)

- Electrical Services** 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 Mercury Vapor Light, one Mid-west box containing four 110 volt receptacle, 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 receptacle on pedestal. Plugs (NEMA number 1450-P) must be purchased prior to arrival.
- 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.
- Ice / Beverages** Suffolk Festivals reserves the right to assign exclusive vendors for ice and beverage sales.
- Water** Water is available in the concessions area. Community water hook-ups are not permitted.
- 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.
- 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** 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 boom boxes are not allowed on festival grounds. **The use of golf cart-type vehicles are 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.



35TH ANNUAL Suffolk Peanut Fest

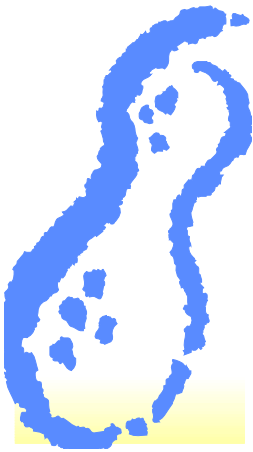
October 4-7, 2012

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 2012. 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.

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		NAIC #			
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.					
INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR *LIMITS MUST BE EQUAL OR HIGHER THAN LIMITS SHOWN GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	POLICY NUMBER	01/01/00	01/01/00	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <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) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER \$ 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 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)					
CERTIFICATE HOLDER Suffolk Festivals, Inc. and/or The City of Suffolk Attn: Lisa Key P. O. Box 1852 Suffolk VA 23439-1852			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. AUTHORIZED REPRESENTATIVE		



35TH ANNUAL Suffolk Peanut Fest

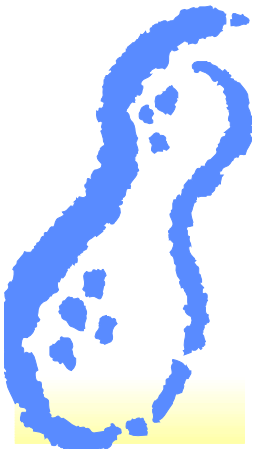
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Concessionaire Exhibitors

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.



35TH ANNUAL Suffolk Peanut Fest

October 4-7, 2012

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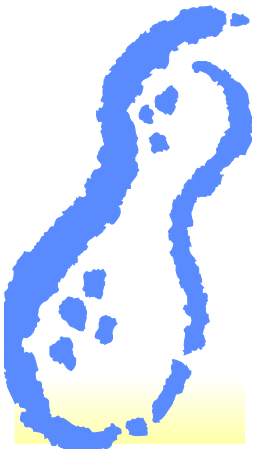
Notes from the Suffolk Fire Department

- 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>



35TH ANNUAL Suffolk Peanut Fest

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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.

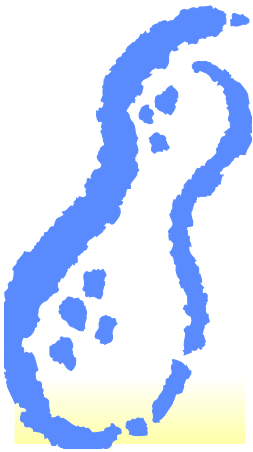
If there is more than one vendor per pedestal, both vendors will be held responsible for alterations in the electrical equipment and be charged for damages incurred, unless the responsible party steps forward.

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



35TH ANNUAL Suffolk Peanut Fest

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Concessionaire Application

Deadline Without Late Fee: **May 1, 2012**

Company Name: _____

Contact Name: _____

Street Address: _____

City, State & Zip: _____

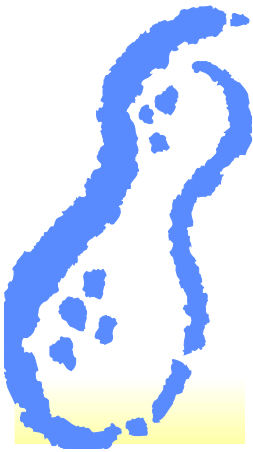
Home Phone: _____ Work Phone: _____

E-mail: _____ Website: _____

1. Business Status: For-Profit Non-Profit
2. Exhibit Description: Self-Contained Tent Rental Required (20'x20')
3. Attach a current photograph of your exhibit.
4. Describe all **items for sale** and their **prices**. List main food item first. Use separate sheet if necessary. The review committee reserves the right to disallow sale of any items not listed.

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

Application continued on next page.



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October 4-7, 2012

Concessionaire Exhibitors

Concessionaire Application *(continued)*

6. Each concession space includes a 20' x 20' 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
	<input type="checkbox"/> Non Profit	\$700
Tent Rental:	<input type="checkbox"/> All Groups	<u>\$350</u>

Total Fee Due \$_____

Additional requirements: _____

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

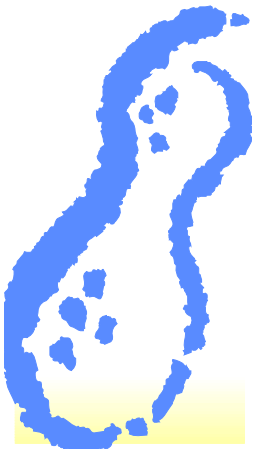
Applications received after May 1 may require a \$25 late fee.

Absolutely no refunds for withdrawal for any reason after September 1, 2012

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 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.

Signature

Date



35TH ANNUAL Suffolk Peanut Fest

October 4-7, 2012

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