

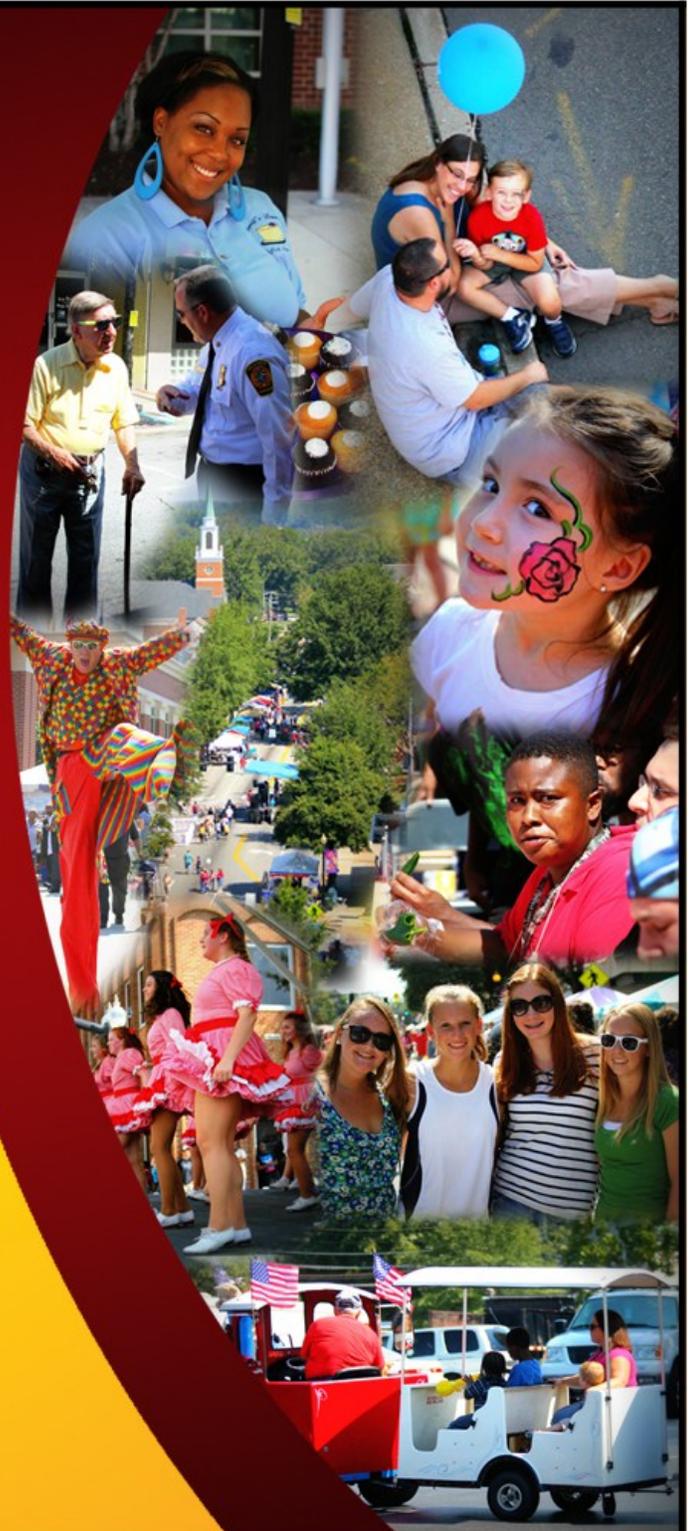
*Sample Suffolk's Best
Cateries, Entertainment
& Family Fun!*



Taste
of SUFFOLK
DOWNTOWN STREET FESTIVAL

September 8, 2012

11 a.m. to 6 p.m.



Vendor Application Packet

Rules & Regulations

1. The Taste of Suffolk Committee will review applications for acceptance or non-acceptance. Decisions of the Committee are final. The Committee's criteria for admission into the event is based on how the application meets the event standards, variety of products presented, the quality of products to be sold, and the vendor's overall potential for making a positive addition to the event.

2. Vendors selling edible items, homemade or commercially pre-packaged, are required to complete the enclosed Vendor Exemption Determination Form from the Virginia Department of Health. This form will be submitted to the health department along with the hosting organization forms. **You only need to complete it if you are planning to sell food items (including prepackaged mixes).** Vendors may or may not be required to obtain a Temporary Food Establishment Permit pending VDH determination. **This rule is non-negotiable and vendor cooperation is required.** Vendors who do not cooperate with this rule will be excused from the Festival with or without refund of entry fees.

3. Failure of accepted vendors to display the type of products described in the application will result in automatic dismissal from the event without a refund. The Committee reserves the right to review all displays through the event to ensure that all regulations are being followed and to refuse any items considered unsuitable or inappropriate.

4. All vendors must be prepared with sufficient inventory for the duration of the event and must preside over their work areas. The City of Suffolk will not "babysit" spaces and will not be responsible for any loss, theft, or damage.

5. Vendors may not sublease, or substitute another vendor for the space that has been assigned to them without prior conversation and approval from the Special Event Coordinator. Space numbers and labels are made for each vendor so that patrons will be able to navigate their way to various vendors.

6. Merchandise, Commercial and Non-profit exhibitors or vendors will need to provide their own tent. Overall booth space per vendor will be approximately (1) 10'x10' space. Specific spaces may not be requested, and site plans may vary. The Committee reserves the right to change space assignments if deemed necessary, and to limit the size and type of equipment allowed. The Committee also reserves the right to limit the size and type of vehicles allowed access to areas where conditions may not be suitable. All vendors must remain within ten (10) feet of their allotted space.

7. All vendors (those accepting ANY money) are responsible for applicable taxes and or obtaining the mandatory business license required by the City of Suffolk. Contact the Commissioner of Revenue directly at (757) 514-4260 to complete the necessary applications. This rule is non-negotiable and vendor cooperation is required. A COPY OF ANY BUSINESS LICENSE OBTAINED BY THE COMMISSIONER OF REVENUE MUST BE SUBMITTED TO THE TASTE OF SUFFOLK VENDOR CONTACT 10 DAYS BEFORE THE EVENT! Failure to submit a copy of this license will result in a vendor being rejected or excused and potentially jeopardize a future relationship with the City of Suffolk as a vendor.

8. Each vendor is responsible for obtaining the appropriate licenses and permits needed for operating at events. Failure to secure appropriate permits will result in vendors being excused and/or rejected from future City of Suffolk events.

9. There is no rain site or date. Events will remain open unless the committee determines the conditions to be severe. Vendors should come prepared with suitable materials to protect their products.

10. Vendor fee must be paid at time of application. Checks or money orders will be made payable to Ron Williams, Treasurer. Checks will be returned if a vendor is denied.

11. If the event is cancelled by the committee, vendors will receive a full refund.

12. An application accepted by the Committee indicates a commitment to show. When possible, please allow ample notice of your need to cancel.

13. Vendors will be required to arrive and be fully setup at least 30 minutes before event opens to the public. This means that booths are entirely set up, vehicles are out of the site, and vendors are ready to conduct business. **Vendors are required to stay the duration of the event (11:00 a.m.-7:00 p.m.).** Vendors who leave prior to the event will not be considered for future City of Suffolk events.

KEEP THIS PAGE!

READ	Read all information contained in this packet.
MEET THE DEADLINE	Early Bird Discount Deadline is July 13, 2012. All applications, regardless of your taking advantage of the early bird discount, are due August 3, 2012. August 20, 2012!
AGREE	Don't forget to sign the waiver found on the back of this application.
COMPLY	Merchandise vendors need to contact the commissioner of Revenue to obtain licensure as required by the City of Suffolk. The Commissioner of Revenue may be contacted at 757-514-4260. A copy of this license must be submitted to Suffolk Parks & Recreation, Attn: Lori Carter or Tabitha Franklin. no later than August 27, 2012.
PAY	Write one check payable to Ronald Williams, Treasurer, for the event fee. All vendor payments are expected at the time of application submittal. In the event a vendor is not selected to participate, payment will be returned.
MAIL, EMAIL, or FAX	Mail the application and fee to Suffolk Parks & Recreation, 2012 Taste of Suffolk, Attn: Lori Carter, P.O. Box 1858, Suffolk, VA 23434. Email to tfranklin@suffolkva.us , or fax to (757) 514-7276.
RECEIVE	If selected to participate at Taste of Suffolk as a vendor, you will be notified upon acceptance. PLEASE LIST A RELIABLE EMAIL ADDRESS AND PHONE NUMBER.

2012 Taste of Suffolk Vendor Application

Please indicate how you are applying

- Non-profit exhibitor (*includes churches*)
- Commercial vendor
- Merchandise vendor
- True-Craft Vendor (*hand crafted items*)

CONTACT INFORMATION

Contact's Name	
Business Name (if applicable)	
Mailing Address	
Phone(s)	
Email address	
Please indicate how you are applying	

BOOTH INFORMATION

(You may use a separate sheet if necessary to list additional information.)

Type of booth equipment you bring <i>(i.e.: 10x10 tent, 6' table, 15' trailer, etc.)</i>	
Including yourself, how many persons will be working at your booth? <i>(total coming to help, regardless of shifts)</i>	

STATEMENT OF WAIVER

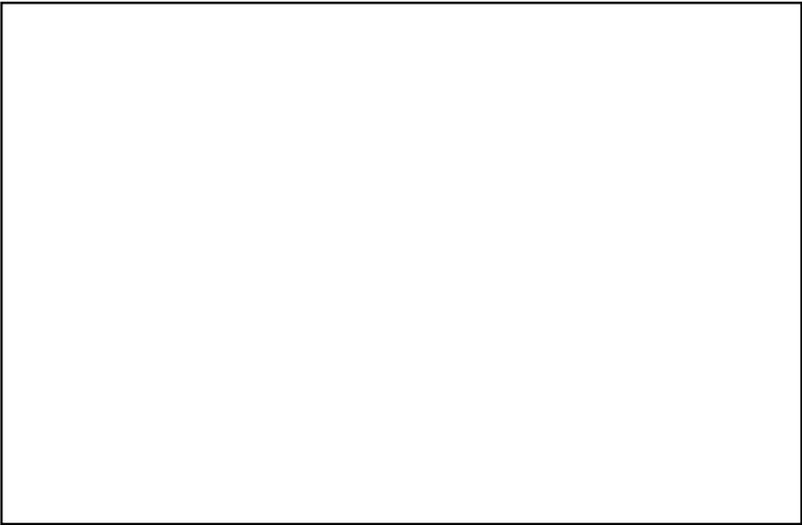
Release and Waiver: In consideration of being permitted to participate in any way in the 2012 Taste of Suffolk, I for myself, my heirs, personal representatives or assigns, **do hereby release, waive, and forever discharge** the City of Suffolk, its Council members, officers, employees, and agents for liability from any and all claims, demands, rights and causes of action of whatever kind resulting in, but not limited to, bodily injury, personal injury, accident or illness (including death), and property damage sustained by me and my agents, representatives, employees, or family members arising from participation in the 2012 Taste of Suffolk.

Indemnification: I shall indemnify and hold harmless the City of Suffolk, its Council members, officers, employees, and agents from and against any and all claims, losses, damages, fines, penalties, suits and costs, including injury and death penalties imposed by any authority which arise out of any violation of law by, and all acts and omissions caused by me, my employees, subcontractors, agents, or representatives during the participation in the 2012 Taste of Suffolk.

Signature of Participant: _____

Date: _____

Vendor Information

Items for sale and proposed price:	
Proposed Costume: <i>(if any)</i>	
Proposed booth decoration: <i>(if any, such as streamers, balloons, etc.)</i>	
Number and source of available workers:	
Previous major activities and fundraising efforts which demonstrate capability to conduct a Festival Booth:	
Additional information which you feel may be relevant to your selection as a vendor at Taste of Suffolk:	
Sketch a detailed layout of booth showing total dimensions or attach a photograph: <i>THIS IS REQUIRED FOR 2012.</i> <i>(if possible, send a digital photograph of your booth via email to ljessee@city.suffolk.va.us)</i>	
Will you be bringing items other than your merchandise, such as a display of some type? Please be specific.	

Fees <i>(after July 13 but before August 3)</i>			
Quantity Requested	Equipment	Cost	Total
	(1) 10'x10' space <i>(tent not included)</i>	\$50	
	Additional 10'x10' space <i>(limit 1 additional per vendor)</i>	\$25	
Total			

If applying as a true non profit please submit a copy of your 501 (c) certificate issued by the Internal Revenue Service. Please sign the rules/regulations and waiver (on back), and submit check or money order for the amount above made payable to Ronald H. Williams, Treasurer. Please mail completed Taste of Suffolk application to:

Suffolk Parks and Recreation
2012 Taste of Suffolk
Attn: Lori Carter or Tabitha Franklin
 P.O. Box 1858
 Suffolk, VA 23439

- Vendors will be notified of acceptance by August 10, 2012. Set-up and breakdown information will either be included in that notification or soon after.
- Applications may also be submitted via email to tfranklin@suffolkva.us.
- Vendors sampling food products are required to contact the Health Department at 757-514-4754.
- A City of Suffolk business license is required. Contact the Commissioner of Revenue at 757-514-4252. A copy of the business license is due to the Parks & Recreation Office (fax 757-514-7276) no later than August 27, 2012, by 5:00 p.m.
- **Electricity is limited and not guaranteed.**

If you have any questions, please contact Tabitha Franklin at (757) 514-7263.

Acknowledgement of Rule & Regulations

Please keep a copy for your records and return a copy with your initials next to each "x" identifying that you have read and understand the corresponding information.

X_____ 1. The Taste of Suffolk Committee will review applications for acceptance/non acceptance. Decisions of the Committee are final. The Committee's criteria for admission into the event is based on how the application meets the event standards, variety of products presented, the quality of products to be sold, and the vendor's overall potential for making a positive addition to the event.

X_____ 2. Failure of accepted vendors to display the type of products described in the application will result in automatic dismissal from the event without a refund. The Committee reserves the right to review all displays through the event to ensure that all regulations are being followed and to refuse any items considered unsuitable or inappropriate.

X_____ 3. All vendors must be prepared with sufficient inventory for the duration of the event and must preside over their work areas. The City of Suffolk will not "babysit" spaces and are not responsible for any loss, theft, or damage.

X_____ 4. Merchandise, commercial and non-profit exhibitors/vendors (including churches) will need to provide their own tent. Overall booth space per vendor will be approximately (1) 10'x10' space. Specific spaces may not be requested, and site plans may vary. The committee reserves the right to change space assignments if deemed necessary, and to limit the size/type of equipment allowed. The Committee also reserves the right to limit the size/type of vehicles allowed access to areas where conditions may not be suitable.

X_____ 5. All vendors (who will be accepting money) are responsible for applicable tax and obtaining the mandatory business license required by the City of Suffolk. Contact the Commissioner of Revenue directly at (757) 514-4260 to complete the necessary paper work. A copy of a 2012 awarded business license must be submitted with your application or by September 1. Failure to produce this document may result in revocation of an accepted application.

X_____ 6. Each vendor is responsible for obtaining the appropriate license and permits needed for setting up at events.

X_____ 7. There is no rain site or date. Events will remain open unless the Committee determines the conditions to be severe. Vendors should come prepared with suitable materials to protect their products. In the event a vendor feels it necessary due to weather conditions to leave the event site, a refund will not be awarded.

X_____ 8. Vendor fee must be paid at time of submitting application. Checks or money orders (only!) should be made payable to Ronald H. Williams, Treasurer. Checks will be returned if a vendor is denied.

X_____ 9. If the event is cancelled by the Committee, vendors will receive a full refund.

X_____ 10. Cancellations made beyond 60 days will qualify for a 50% refund. After the 30 day mark, cancellations will be honored but fees will not be refunded.

X_____ 11. An application accepted by the Committee indicates a commitment to show. When possible, please allow ample notice for your need to cancel. To cancel, please contact Lori Carter at (757) 514-7267.

X_____ 12. Vendors are required to stay the duration of the event (11:00 a.m.-6:00 p.m.). Vendors who leave prior to the event WILL NOT BE CONSIDERED FOR FUTURE CITY OF SUFFOLK EVENTS.

X_____ 13. Vendor must keep area clean and neat at all times. Each vendor is responsible for removal of all garbage from their site and must leave the area in the same condition as when they arrived.

X_____ 14. Vendor agrees to follow all rules and regulations of the City. City reserves the right to terminate this agreement if the rules are not followed. No refunds in agreement is terminated.

X_____ 15. Political material may not be distributed outside of rented space (10'x10' or 10'x20').

X_____ 16. The sale of counterfeit merchandise, or merchandise which violates trademarks and copyrights of others is prohibited.

X_____ 17. The vendor hereby agrees to indemnify and save harmless the City and its officers, agents, employees from any and all claims or losses resulting to or alleged by any person, firm or cooperation who may be injured or damaged by the acts or omissions of the vendor in the performance of this agreement.

X_____ 18. This agreement comprises the entire understanding between the parties and cannot be modified, altered or amended, except in writing and signed by all parties.