

2022 WINTER WILDLIFE FESTIVAL

Exhibitor Application

SATURDAY, JANUARY 29, 2022 | 10 AM - 3 PM | PRINCESS ANNE RECREATION CENTER

This form is a commitment to show. No refunds will be made for cancellations or no shows. Acceptance notification will be made upon application review.

Please return this completed application, including the following items **no later than December 17, 2021** to be considered for the event:

- Completed Liability Release Form
- Completed Donation Solicitation Agreement (If applicable)
- Completed Vendor Info Form
- Full payment

EXHIBITOR INFO

\$35 Single Space

Due at the time of application submission.
Includes 8' x 10' space, one 6' table, two chairs

\$70 Double Space

Due at the time of application submission.
Includes 8' x 20' space, two 6' table, and four chairs

Payments made after December 17, 2021 will incur an additional \$10 late fee. No refunds will be made for cancellations or no shows.

- **Electrical outlet access may be available upon request.**
Do you need access? Yes No
- Booths may be setup between 8:00 am - 9:30 am on Saturday, January 29. All exhibitors must be ready by 10 am.
- Exhibitors are responsible for their own equipment and supplies.
- Exhibitors must be 18 years or older.

Return to:

Virginia Beach Parks & Recreation
Attn: Winter Wildlife Festival
2154 Landstown Road
Virginia Beach, VA 23456

For more information:

VBGOV.COM/WINTERWILDLIFE

outdoors@VBgov.com | 757-385-2990

VIRGINIA BEACH
PARKS & RECREATION

Name: _____

Organization/Business Name: _____

EIN/Tax-Exempt# (If applicable): _____

Address: _____

City/State/Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____ Website: _____

Per the CDC guidelines and recommendations attendees, vendors, and exhibitors are encouraged to wear masks when indoors.

The following are permitted exhibitor activities. Please check the activities to take place at your space.
Sale of food, drink or raffle tickets is not permitted. Only the listed activities will be allowed.

- | | |
|--|--|
| <input type="checkbox"/> Literatures/Display | <input type="checkbox"/> Sales/Donation Solicitation |
| <input type="checkbox"/> Live Animals | <small>Please provide a short description. Indicate type of items and price/donation range. If applicable, please see "Donation Solicitation Agreement."</small> |
| <input type="checkbox"/> Giveaway/Coupons | _____ |
| | _____ |
| | _____ |

APPLICATION & PRIVACY ACT RELEASE AGREEMENT



This agreement is for participation as an exhibitor at the 2022 Winter Wildlife Festival indicated above. I have read and will comply with all Exhibitor Rules and Regulations. I understand the terms of participation and the fees. I understand exhibitors will be notified by mail of their acceptance or non-acceptance. Submission of this application shall be deemed a release of Virginia Beach Parks & Recreation, the City of Virginia Beach, their representatives, agents, and assigns from any and all damages, theft or injuries that I or my agent may incur out of my participation in the 2022 Winter Wildlife Festival.

Virginia Beach Parks & Recreation receives requests for information about festival participants. The Privacy Act prevents the release of telephone numbers and addresses without your permission. If you agree to the release of this information, please check the box below.

- I do hereby give my permission to the City of Virginia Beach Department of Parks & Recreation to release my name, address, and telephone number to those people requesting the information for promotion or business purposes.

Signature of authorized company representative _____ Date _____

PAYMENT

Check or Money Order   Amount \$ _____

Cardholder Name: _____ CW: _____

Account #: _____ Exp Date: _____

Signature: _____ Date: _____



City of Virginia Beach
Department of Parks & Recreation

2022 Liability Release Form

Event: 2022 Winter Wildlife Festival

Participant: _____

Organization/Business Name: _____

Address: _____

As a participant in this event, it is understood and agreed that I hereby assume the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on my part, or my subcontractors, agents or employees, under or in connection with this event. I agree to indemnify and hold harmless the City of Virginia Beach ("City") and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, and (b) the violation of any law applicable to this event. Upon written demand by the City, I shall assume and defend, at my sole expense, any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

Signature: _____

Date: _____

..... *For Non-Profit Organizations*

DONATION SOLICITATION AGREEMENT (If Applicable)

For an organization to solicit charitable donations (including payment for promotional items), the organization must be in compliance with the Virginia Solicitation of Contributions Law, Chapter 57-48 and have a letter of compliance confirmation at the event.

For compliance, the organization must register at:

VA Department of Agriculture & Consumer Services
Office of Consumer Affairs
P.O. BOX 1163
Richmond, VA 23218
Phone: (804) 786-1343 or (800) 552-9963

If selling a product or soliciting a donation, please sign below indicating you understand this agreement and are in compliance with the above law.

Signature: _____

Date: _____

This form is required for each individual, business or organization (including non-profits) that will be at the event offering products, services or information to attendees. Events held on public property must complete the electrical and water information.

Event name: _____ Your name: _____

Please select one: I represent the host organization, completing the form on behalf of the vendor/sponsor.
 I am or represent the vendor/sponsor.

GENERAL INFORMATION

Please select one: Vendor Sponsor

Business / organization name: _____

Business address: _____

Contact name: _____

Business phone: _____ Cell phone: _____ Email: _____

On-site contact name: _____ Cell phone: _____

Indicate what is offered to attendees or displayed at the event. Check all that apply.

products or merchandise services promotional display of items or information

PRODUCTS OR MERCHANDISE - check all that apply

Products or merchandise will be: sold sampled / given away displayed only, not for sale

Describe the products or merchandise: _____

SERVICES

Describe the services offered: _____

PROMOTIONAL DISPLAY OF ITEMS OR INFORMATION

Describe what is being promoted: _____

Additional Details: