

2019 Santa's Stocking Old Fashioned Craft Bazaar Vendor Information

PLEASE KEEP THIS SHEET FOR REFERENCE

The 41st Annual Santa's Stocking Old Fashioned Craft Bazaar features over 100 different craft vendors each weekend, selling unique handcrafted items

WEEKEND 1: November 2 & 3

PRINCESS ANNE RECREATION CENTER

1400 Nimmo Parkway
Virginia Beach, VA 23456

WEEKEND 2: November 16 & 17

KEMPSVILLE RECREATION CENTER

800 Monmouth Lane
Virginia Beach, VA 23464

TO APPLY

Mail or deliver completed application to:

PRINCESS ANNE REC CENTER

ATTN: Santa's Stocking
1400 Nimmo Parkway
Virginia Beach, VA 23456

KEMPSVILLE RECREATION CENTER

ATTN: Santa's Stocking
800 Monmouth Lane
Virginia Beach, VA 23464

APPLICATION CHECKLIST

2019 Vendor Application

Liability Release/Donation Solicitation Agreement

Full payment
(see "Fee Info" on Vendor Application)

ONE photo of sale items

Food Vendors: See additional requirements under "FOOD SALES"

Product/Services Form

FOR MORE INFO

Michaela Mckenzie | (757) 385-6192
Leah Lambson | (757) 385-6496
or email fun@VBgov.com

APPLICATION PROCEDURES

- **ALL WORK MUST BE ORIGINAL & HANDCRAFTED.** Craftsperson guarantees the accuracy of the description of the works presented and the authenticity of the work as the creation of their own hands.
- **WORK DONE BY A MANUFACTURING STUDIO IS NOT ACCEPTABLE.** All work must be designed, executed, and sold by the exhibiting craftsperson. No buy/sell, agents, dealers or brokers permitted.
- No selling of other crafters' merchandise allowed
- Applicants may exhibit in ONE weekend only.
- No refunds for cancellations. Spaces are not transferable.
- Space assignments are regulated by event staff. Space boundaries will be marked on the floor (single space is 8'x 8'). Displays may not extend beyond markings unless additional space is purchased (see "Requests" on Vendor Application).
- Application deadline is October 4, 2019 or until event is full.
- Applicants will be notified by email when application has been received. If you have not heard back, please reach out to us.
- Acceptance notification will be made by telephone or email.
- Confirmation/Check-in details are emailed in October.
- Applicants must be 18 years or older. Parent or guardian may apply on behalf of minor, and must be present at exhibit space for all event hours.

EVENT REQUIREMENTS

- **Mandatory set-up from 5:30 pm - 8:30 pm on Friday** before each weekend show; spaces not set up by 8:00 pm Friday deadline will be forfeited and released to other applicants.
- Vendors agree to exhibit for the duration of the weekend.
- Vendors must comply with **Virginia Department of Taxation** requirements.
- Event staff reserves the right to remove any items they deem unsuitable or inappropriate. Raffles are prohibited.
- No tents, floor mats, or open flames.
- Tables must be covered to the floor.
- Freestanding grids are limited to 6' in height.
- Vendors must provide all items listed under "Application Checklist."
- **Insurance required for sale of lotions, soaps, oils, etc.**

FOOD SALES

- Items prepared in a home kitchen must provide a current (within 2 years) Inspection Report from the Virginia Department of Agriculture, Consumer Services. Contact the Department of Agriculture at (757) 363-3840 for details.
- **No on-site preparation or packaging.** All food items must be prepared by the vendor, *prepackaged*, and comply with the Department of Agriculture labeling guidelines.
- Onsite sampling: Vendors serving food items to be sampled onsite must purchase a Temporary Special Event Permit. Contact the Virginia Public Health Department, (757) 518-2739 within 30 days before the event for required paperwork and fee payment.
- **Insurance required for any edibles.**

2019 Santa's Stocking Old Fashioned Craft Bazaar Vendor Application

WEEKEND 1: NOVEMBER 2 & 3 PRINCESS ANNE RECREATION CENTER | WEEKEND 2: NOVEMBER 16 & 17 KEMPSVILLE RECREATION CENTER
SATURDAY (9:00 AM - 5:00 PM) & SUNDAY (10:00 AM - 4:00 PM)

Please return this completed application, including the following items **no later than October 4, 2019** to be guaranteed an artist space at the event:

Full payment See "Fee Info" below

Liability Release/Donation Solicitation Agreement

ONE labeled photo of sale items
Photos will not be returned, and may be used in promotional event materials.

Product/Services Form

FEE INFO

Payments made after October 4, 2019 will incur an additional \$25 non-refundable late fee. No refunds will be made for cancellations or no shows.

PLEASE CHECK ONE:

\$145 for a 8' x 8' space
Non-refundable fee.

\$290 for a 8' x 16' space
Non-refundable fee.

OPTIONAL:

\$10 for Electrical Access

\$10 per Table (Limit 2)

Quantity _____

SUBMIT COMPLETED APPLICATION TO:

Princess Anne Rec Center
ATTN: Santa's Stocking
1400 Nimmo Parkway
Virginia Beach, VA 23456

Kempsville Rec Center
ATTN: Santa's Stocking
800 Monmouth Lane
Virginia Beach, VA 23464

FOR MORE INFO:

Michaela McKenzie | (757) 385-6192
Leah Lambson | (757) 385-6496
or email fun@VBgov.com

Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Website: _____

Please provide a description of your sale items.

You must also submit at least one labeled photo of your products with the application; photos will not be returned, and may be used in promotional event materials.

APPLICATION & PRIVACY ACT RELEASE AGREEMENT

This agreement is for participation as an exhibitor at Santa's Stocking Old Fashioned Craft Bazaar indicated above. I have read and will comply with all event procedures and requirements. I understand the terms of participation and the fees. I understand that failure to comply could result in forfeiture of my vendor space and all fees. **I verify that I have handcrafted ALL items offered for sale.** 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 Santa's Stocking Old Fashioned Craft Bazaar. In addition, I understand that I and my display may be photographed for publicity purposes.

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 OPTIONS

Check or Money Order   Amount \$ _____
(Made payable to City Treasurer)

Cardholder Name: _____

Account #: _____ Exp Date: _____

Signature: _____ Date: _____

Select a Weekend

Select ONE weekend only

Weekend 1
November 2 & 3

Weekend 2
November 16 & 17

Additional Requests

Two Chairs

Wheelchair access



City of Virginia Beach
Department of Parks & Recreation

2019 Liability Release Form

Event: Santa's Stocking Old Fashioned Craft Bazaar

Participant: _____

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: _____

COMPLETE FOR EVENTS ON PUBLIC PROPERTY - FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE

Electric source

- Electric source is not requested A generator will be used to support all electrical needs.
- Electric source is requested. Vendor/sponsor must provide a minimum of 100', 3-wire grounded cord acceptable for exterior use. Complete the information below providing as much detail as possible. Equipment not listed will not be permitted for use. Be sure to include credit card machines, lights, etc. Additional information may be required.

Equipment description	110 volts	220 volts	AMPS	Watts	Plug type

Water service:

- Water source is not requested Water source is requested. Vendor/sponsor must provide a minimum of 100', food grade water hose and nozzle.