

2019 WOOFSOCK VB Exhibitor Application

SAT, MAY 18, 2019 • 3:00 PM - 7:00 PM • RED WING PARK

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. In the event of inclement weather, exhibitors are expected to attend the rain date listed above.

Please return this completed application, including the following items **no later than April 16, 2019** to be considered for the event

- Completed Liability Release Form (Proof of insurance if applicable*; see **Liability Release Form** for details)
- Completed Donation Solicitation Agreement (if applicable)
- Completed Vendor Info Form
- Full payment (if applicable)

EXHIBITOR INFO

Payments due at time of application submission. Includes 10 x 10' open air space. No refunds will be made for cancellations or no shows. Payments made after **April 16, 2019** will incur an additional \$25 late fee.

*Proof of Liability Insurance required for sale of food including for animals, and/or lotions, soaps, oils, etc and for those who will have live animals as part of exhibit. See requirements see on reverse.

To be considered as an exhibitor for this event your business/organization must relate to theme of this event.

PLEASE CHECK ONE:

- Business Exhibitor - \$100**
- Non-Profit Exhibitor - \$25**
- City/Government Exhibitor - \$0**

OPTIONAL

6 ft table & 2 chairs - \$10

Name: _____

Organization/Business Name: _____

Tax-Exempt # (If applicable): _____

Address: _____

City/State/Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____ Website: _____

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.

- Display**
- Giveaways**
- Literature**
- Mailing List Development**
- Coupons**
- Sales/Donation Solicitation**
Please provide a short description. Indicate type of items and price/donation range. If applicable, please see "Donation Solicitation Agreement."

APPLICATION & PRIVACY ACT RELEASE AGREEMENT

This agreement is for participation as an exhibitor at the 2019 Woofstock VB 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 2019 Woofstock VB



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 (If applicable)

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

Cardholder Name: _____ CVV: _____

Account #: _____ Exp Date: _____

Signature: _____ Date: _____

RETURN TO:

Virginia Beach Parks & Recreation
Special Events Office
ATTN: Woofstock VB
2154 Landstown Road
Virginia Beach, VA 23456
(locked drop box available)
FOR MORE INFORMATION
www.VBgov.com/specialevents
fun@VBgov.com • (757) 385-2990

VIRGINIA BEACH
PARKS & RECREATION



City of Virginia Beach
Department of Parks & Recreation

2019 Liability Release Form

Event: 2019 Woofstock VB

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: _____

..... **Liability Insurance (if applicable)**

PROOF OF LIABILITY

* Proof of Liability Insurance is required for sale of food (including for animals) lotions, soaps, oils, etc and for those who will have live animals as part of exhibit. Provide a current Certificate of Insurance with a minimum of \$1,000,000.00 liability coverage to the City of Virginia Beach for this event. This can be coverage from a private insurance company and/or if applicable, a rider on a homeowner's policy. Please submit the ACORD form for your policy and:

Include a written description of the operations, locations, vehicles, exclusions added by endorsements and/or special provisions* on the Certificate of Liability, and list the Certificate Holder as:

City of Virginia Beach
Risk Management Division
Municipal Center, Bldg 22
Virginia Beach, VA 23456

*to cover any event on City property during the policy term

Mail, fax or email to:

VBPR Special Events Office
ATTN: Woofstock VB
2154 Landstown Road
Virginia Beach, VA 23456

FAX: (757) 417-6747

EMAIL: KWebb@VBgov.com

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

DONATION SOLICITATION AGREEMENT

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.