

# 2018 WINTER WILDLIFE FESTIVAL

## Exhibitor Application

SATURDAY, JANUARY 27, 2018 | 10 AM - 4 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 20, 2017** 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 Exhibitor Fee

*Due at the time of application submission.*

Includes 8' x 10' space, one 6' table, two chairs and insurance coverage through the City of Virginia Beach. See Liability Release form for details.

Payments made after December 20, 2017 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 27. All exhibitors must be ready by 10 am.
- Exhibitors are responsible for their own equipment and supplies.

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

EIN/Tax-Exempt# (If applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Please provide a short description of your business or program:

**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 2018 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 2018 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 \$ \_\_\_\_\_  
(Made payable to City Treasurer)

Cardholder Name: \_\_\_\_\_

Account #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Return to:

Virginia Beach Parks & Recreation  
Attn: Winter Wildlife Festival  
300 Edwin Drive  
Virginia Beach, VA 23462

For more information:

**VBGOV.COM/WINTERWILDLIFE**

outdoors@VBgov.com | 757-385-2990

VIRGINIA BEACH  
**PARKS & RECREATION**



City of Virginia Beach  
Department of Parks & Recreation

**2018 Liability Release Form**

Event: 2018 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.

It is understood and agreed that a portion of the event vendor fee will be used to purchase \$1,000,000 in insurance coverage for me to insure the City against liability claims arising out of the Event specified above.

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