

25th Annual Pungo Strawberry Festival
May 24 and 25, 2008
Information and Application Forms
Food, Commercial and Arts & Crafts

Along with beautiful beaches, Virginia Beach has miles and miles of beautiful farmland. We call this area Pungo and every year the Pungo Strawberry Festival is held on Memorial Day weekend. We are especially excited about this years festival as we will be celebrating our 25th Anniversary. We are estimating attendance of 120,000 over the two day event. Not only does the Festival have all the strawberries you can eat offered in over 50 different ways, but activities may include a pie eating contest, strawberry bake-off, continuous entertainment on three stages, a parade, one of the largest carnivals on the east coast, livestock show and sale, a multi-million dollar military display, pig races, youth art show, and some of the most unique arts and crafts exhibited anywhere. We welcome your participation in this year's Festival. Don't miss this family-oriented, fun filled, wholesome and alcohol-free event.

Need More Information?

Contact the Pungo Festival Office at 757-721-6001. If no one answers, just leave a message on the answering machine and someone from the Festival Committee will return your call. Fax is 757-721-9335, www.pungostrawberryfestival.info. Email: pungofestival@aol.com.

Festival Location

The Festival is located in Virginia Beach, at the intersection of Indian River Road and Princess Anne Road and continues south on Princess Anne Road. Public parking is available, within easy walking distance, north and south on Princess Anne Road.

Vendor Fee Deposits

Applications are due March 1, 2008. Payment of \$50.00 must be included with all vendor category applications. A \$25.00 fee will be charged for any bank returned check. Notification of acceptance or denial will be sent by April 7, 2008. If application is not approved, a refund will be given. Deposit of the \$50.00 check does not mean that you have been accepted.

General Information for all Vendors

Please Read Carefully

*All applications are due by March 1, 2008. Please take time to review the booth locations on the map and if you have a preference, please indicate it on your application. The committee will try to accommodate you when possible. Previous participation in the Pungo Strawberry Festival as well as diversity in what you offer will be considered in the selection process.

*Electricity is available - however, you must indicate on your vendor application form if you will be providing your own electric power or would like the festival to provide it. If you choose to bring your own generator, it must be a "low noise" one and will only be used in areas designated by the festival committee.

*Vendors will be responsible for reporting their own taxes. Virginia tax is 5.5%. Prepared food is 10.5%.

*Limited parking will be available for vendors. Two vendor parking passes will be issued per vendor. Vendors located in Strawberry Square, Strawberry Patch, Strawberry Row, Strawberry Boulevard, and Strawberry Court can set up after 5:00 pm on Friday, May 23th. Vendors in Strawberry Field A & B can set up after 9 am on Thursday, May 22nd. All vendors must be set up by 8:30 am on Saturday, May 24th. Vendors are expected to display for the two day duration of the Festival. Festival hours are Saturday and Sunday, 9 am to 7 pm.

*Booth construction is the vendor's responsibility and must be contained within your assigned space. Vendors should bring any tables or display units and related equipment. Clean up of space is the responsibility of each vendor at the close of the Festival. Space not cleaned will result in the vendor being billed for clean up services and their elimination from future participation.

*Any merchandise bearing the Pungo Strawberry Festival name and/or logo, which is a registered trademark, can only be sold by the Pungo Strawberry Festival and major sponsors of the Festival with prior approval.

*The Pungo Strawberry Festival reserves the right to request removal of items which are deemed unsuitable to the theme of the Festival. **ITEMS THAT DISPLAY DRUG OR ALCOHOL SYMBOLS ARE NOT ALLOWED.**

*Vendor fee includes one 10' x 10' space only (no larger). Everything must be confined to the allotted space. Example: if you have a 15' tent you must reserve and pay for two 10' x 10' (10'x20') spaces. The vendor areas are on asphalt or grass and activities from your booth are restricted to your assigned spaces. Roaming away from your assigned space to sell your items is strictly prohibited.

Vendor's Fees and Information

Food Information

Insurance Information: Product Liability insurance (\$1,000,000) for each occurrence and \$1,000,000 combined single limits) is required of all food vendors. If your application is approved, we will require a certificate of insurance indicating liability limits and naming Pungo Strawberry Festival as additional insured. Your insurance certificate must be on file prior to set up.

A Health Department certificate will be required. The required forms and information will be sent to you upon acceptance.

The Concession Committee may assign an exclusive supplier for ice, beverages, and bread products. If an exclusive vendor is not assigned, you may supply your own products. Information regarding this will be supplied to your upon acceptance to the Festival.

Food and Commercial Fees

| | | |
|--------------------------------------|--------------------|----------|
| Plan A Food or Commercial Vendors | 10'x10' (off road) | \$350.00 |
| Plan B Food or Commercial Vendors | 10'x10' (on road) | \$400.00 |
| Plan C Non-Profit Food or Commercial | 10'x10' | \$275.00 |

Arts & Crafts Fees

| | | |
|-----------------------------|--------------------|----------|
| Plan D Arts & Craft Vendors | 10'x10' (off road) | \$175.00 |
| Plan E Arts & Craft Vendors | 10'x10' (on road) | \$400.00 |

There is security on site. However, all merchandise is the responsibility of the individual exhibitor

No Pets Allowed

Pungo Strawberry Festival Application

P. O. Box 6158

Virginia Beach, VA 23456

(757) 721-6001 Fax (757) 721-9335

Email: Pungofestival@aol.com www.pungostrawberryfestival.info

For Festival Use Only

Vendor Category_

Fee Received

Check Number

Balance Due

Insurance Certificate Received (Food Vendors Only)

Business Organization_____

Address_____

City_____State_____Zip_____

Contact Person_____Tel.# (easiest to reach)_____

Email address_____Fed ID#_____

Check appropriate vendor category: If the festival deems you are in another vendor category you must pay the difference in fees.

_____Arts and Crafts_____Non Profit

_____Commercial_____Food

_____Total Number of Spaces Requested

Check Location Preference:

_____Strawberry Field A_____Strawberry Field B_____Strawberry Blvd.
(\$400.00 for all vendors)

_____Strawberry Square_____Strawberry Court

_____Strawberry Patch_____Strawberry Row

Electrical Needs

Please Check One: This is a mandatory requirement to process your application.

Yes, I would like the festival to provide electricity 110 220

No, I do not need electricity

Yes, I plan to bring a low noise generator

No, I will not be bringing a generator

ALL VENDORS: MANDATORY

PLEASE USE THIS SPACE FOR YOUR DETAILED LIST OF ITEMS TO BE DISPLAYED AND/OR SOLD. YOU MUST ATTACH 3 CURRENT PHOTOS. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.