

General Information for All Vendors

Please Read Carefully

- ❖ All applications are due by **March 1, 2012**. 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. 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.
- ❖ Non-profit organizations are defined as having an exempt status under section 501 of the Internal Revenue Code.
- ❖ 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 25th. Vendors in Strawberry Field A & B can set up after 9 am on Thursday, May 24th. All vendors must be set up by 8:30 am on Saturday, May 26th. 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.
- ❖ If your club or group should desire to offer a raffle or give away during the Festival, this must be specified on your application and is subject to approval by the Festival Board. Raffles or give aways are limited to non-profit organizations only. You will be responsible for securing all necessary permits from the City of Virginia Beach.
- ❖ 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 and beverages. 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)	\$400.00
PLAN B	Food or Commercial Vendors	10'x10' (on road)	\$450.00
PLAN C	Non-Profit Food or Commercial	10'x10'	\$275.00



ARTS & CRAFTS FEES

PLAN D	Arts & Craft Vendors	10'x10' (off road)	\$200.00
PLAN E	Arts & Craft Vendors	10'x10' (on road)	\$450.00



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, Virginia 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)

PLEASE PRINT

Business Organization _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Tel. # _____
(easiest to reach)

Email Address _____ Fed ID # _____

Insurance Carrier (Food Only) _____ Coverage Amt. _____
YOUR INSURANCE CERTIFICATE MUST BE ON FILE PRIOR TO SET-UP

CHECK APPROPRIATE VENDOR CATEGORY: If the Festival deems you are in another vendor category you must pay the difference to be part of the Festival.

<input type="checkbox"/> Arts & Crafts	<input type="checkbox"/> Non-Profit	Total Number of Spaces Requested <input type="checkbox"/>
<input type="checkbox"/> Commercial	<input type="checkbox"/> Food	

CHECK LOCATION PREFERENCE: The Festival will accommodate your request if possible.

<input type="checkbox"/> Strawberry Field A	<input type="checkbox"/> Strawberry Field B	<input type="checkbox"/> Strawberry Blvd. <small>(\$450.00 for all vendors)</small>
<input type="checkbox"/> Strawberry Square	<input type="checkbox"/> Strawberry Court	
<input type="checkbox"/> Strawberry Patch	<input type="checkbox"/> Strawberry Row	

THE FOLLOWING MUST BE ENCLOSED WITH YOUR APPLICATION: A \$50.00 deposit, 3 current photos (1 pix of entire display). They may be picked up in Festival office at registration. A detailed list of all items to be displayed and/or sold must also be enclosed. The Festival reserves the right to have final approval of all items to be sold. List prior experience in other events if participating for first time.

ELECTRICAL NEEDS ARE ON REVERSE SIDE – FORM MUST BE FILLED OUT