



"757 Extravaganza and Market"



Step 1: Read Vendor Details *(Initials needed)*

A. Fee (Includes Thursday, Friday, Saturday and Sunday):

\$700 **Single** Small Private Businesses (4 employees)

\$1200 **Double** booth Small Private Business (4+ employees)

\$1700 **Food Businesses**

There is a discount offered for the purchase of multiple booths indicated above

Payment: Payment must be submitted with application. Payment is accepted by credit card, cashier's check, money order, or personal check. If paying by money order or cashier's check, vendor must use tracked mailing and/or return receipt. If paying by personal check, there will be a \$50 fee assessed if the check is returned.

_____ *Initial*

B. Load In and Setup: Vendors may load in on Thursday, June 27th between the hours of 8am and 11am. Vendors may also load in Friday morning, June 28th between the hours of 6am and 8am. All load in must be **completed by 9:00am on Friday and all cars must be parked on the property by 9:00am.** Setup should be complete by 10:00am. _____ *Initial*

C. Load Out: Load out begins Sunday at 12 PM.* Vendors may begin loading out after the last performance has ended and the guests have left the convention center. **Load out may not begin prior to the end of the last performance.**

_____ *Initial*

***Load out time may vary based on the end of the last performance and guests leaving the building. Vendors will not be able to load out until guests have vacated the premises.**

D. Booth Assignment:

Vendors must check in upon arrival. You will receive your vendor packet at that time. Vendor assignments will be determined by management. _____ *Initial*



E. On-site Packets:

- Upon your arrival, you will receive a packet that contains the following
- 1 parking pass
- Vendor Badges (No more than 3 per space. Additional exhibitor badges can be requested)
- Rules and Regulations
- Contact Information

F. On-site Contact Person: Hamilton Peoples 757-749-9747 cell

Above is the contact information for the on-site vendor manager.

_____ *Initial*

G. Parking:

One parking decal will be given to each merchandise vendor. This parking decal allows you to park in the Convention parking lot. You will receive this decal upon your arrival. All other vehicles will be responsible for securing own parking.

H. Marketplace & Food Vendors Will Be Provided With:

- One 10x10 allotted space for marketplace (must use space provided by management)
- One allotted space for food vendors (must use space provided by management)
- Electricity (Fee of \$75)
 - Electricity will be provided for a \$75 fee paid in advance with application. After payment, vendors are permitted one plugin into our outlet. Vendors are responsible for their own extension cords and power surge strips. _____ *Initial*
- Trash can
- Up to three exhibitor passes

I. On-site Rule Reminders:

- Staff must look presentable at all times. Company uniforms preferred for all on-site members
- **All vendor space must be kept neat and clean at all times**
- **Signage is not permitted outside of the space. All signs must be placed inside of the booth _____ *Initial***
- No personal booths allowed. All vendors must use the space provided by management
- Vendors must use WHITE TABLECLOTHS
- Must clean space upon departure

Please fill out the attached application and agreement form, and submit by email or fax. You may mail payment to the address written on the application.

Casey Peoples
 1145 Kilby Dr
 Chesapeake, VA 23320
 757-749-9747 cell
 757-961-4083 fax
hcpeoples@yahoo.com or
acpeoples@cox.net



*******STOP AND READ*******

"757 Extravaganza and Market"

Vendor Packet 2019

Step 2: Submit Application, Fee, and Agreement Form

(Initials needed; Signature needed)

AGREEMENT FORM

Rules & Regulations Agreement

- The event is a privately owned and operated event. This application is for the purpose of assisting the **"757 Extravaganza and Market"** in the selection of vendors. This application is neither a contract nor a guarantee of the same.
- **"757 Extravaganza and Market"** reserves the right to accept or reject any and all items and applications at their sole discretion.
- Only those items listed on this application and approved by the **"757 Extravaganza and Market"** may be sold. The **"757 Extravaganza and Market"** reserves the right to remove any displayed non-compliant items, as well as the right to eject any vendor from the festival (with no refund).
- **"757 Extravaganza and Market"** will not be held responsible for payments lost in the mail.

Booth Space

- The Festival reserves the right to move a concessionaire to any location at any time in the best interest of the Festival and its patrons.
- The Festival will assign vendors a booth space. All vendors are required to stay within the assigned marked space.

Compliance

All vendors must comply with rules and regulations set forth by **"757 Extravaganza and Market"** Management. If vendor does not comply with rules and regulations, **"757 Extravaganza and Market"** Management reserves the right to remove vendors from the event without refund.

_____ *Initial*

Inclement Weather

In the event of inclement weather conditions, vendors are still expected to operate for the entire duration of the event. There will be no refunds or rain checks due to inclement weather.

Photography Disclaimer

Professional photographers employed by the **"757 Extravaganza and Market"** will be present taking pictures and capturing footage of the event. Attendance at the **"757 Extravaganza and Market"** constitutes consent to be photographed for use in print and/or electronic publicity for the event. These images may be used, without further notification, at a later date to market this event.



Waiver of Liability

As a participant in the 2019 "757 Extravaganza and Market", I have read and understand the conditions of participation provided on this application. I agree to assume all risks of participation and hereby waive, release and discharge any and all liability, claims, demands, actions or suits against the "757 Extravaganza and Market" and the respective and appointed officers, agents, employees, and volunteers, which I may have, or which hereafter accrue to me, as a result of my participation in this event. I agree for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the "757 Extravaganza and Market" and their respective elected and appointed officers, officials, agents and employees, from any and all claims, demands, actions or suits arising out of or in connection with my participation in this event. The waiver applies to every individual that will be working in my booth.

I have read the above and agree to adhere to the guidelines as outlined.

Signature/Date_____



"757 Extravaganza and Market"
Vendor Packet 2019
Step 2: Submit Agreement Form, Application and Fee

(Fill Out Form)

APPLICATION

Name of Business: _____

Years in Service _____

Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Cell: _____

Best Contact Number (Home/Business/Cell): _____

Website: _____

Email: _____

Please describe your products or art in 20 words or less:

Please tell us about your business. Our goal is to have a variety of exhibitors (new and veteran) and booth styles (hand-crafted, various price-points, etc.)



"757 Extravaganza and Market "
Vendor Packet 2019
Vendor Order Form

PAYMENT

Number of Exhibitor Passes Needed: (3 Max)

Additional Exhibitor Passes: (Each Per Day) Quantity:_____

Electricity: \$75_____

Vendor Fee: \$700(Single)_____ **\$1200(Double)**_____ **Food Vendor:\$1,700**_____

Total Payment Enclosed: _____

(Please include vendor fee and, if applicable, the electricity fee and additional exhibitor pass fee.)

***"757 Extravaganza and Market" is not responsible for lost payments in the mail. Certified mailing is strongly suggested.**

Make checks/money orders payable to **Casey Peoples**, and please mail to:
1446 Church St.
Norfolk, VA 23504
Suite C

Marketplace Hours of Operation:

Thursday: 1pm – 10pm
Friday: 10am-2am
Saturday: 10am-12am
Sunday: 10am-12pm



****Please submit 5 photos of your merchandise and booth setup. Also, use the space below to give a description of what will be sold and the price per item.**

(Fill Out Form)

Item	Price

NOTE: ONLY ITEMS AND PRICES INDICATED ABOVE ARE SUBMITTED FOR CONSIDERATION TO SELL AT "757 Extravaganza and Market " BY THE FESTIVAL VENDOR COMMITTEE.

Step 3: Wait for Notification of Acceptance

- Notifications of acceptance will be sent by email. All vendors who submitted an application will receive a response; however, *sending an application does not guarantee acceptance.*

Step 4: If approved, vend at the 757 Extravaganza and Market.

"757 Extravaganza and Market "
June 27th - 30th
 Hampton Roads Convention Center
 Hampton, Virginia
 Thank you! See you soon!

