



2019 CHILDREN'S FESTIVAL OF FRIENDS

EXHIBITOR APPLICATION

SATURDAY, MAY 4, 2019

10:00AM-5:00PM

NEWPORT NEWS PARK



APPLICANT INFORMATION

Organization Name	
Contact Name & Title	
Mailing Address	
City, State, Zip Code	
Daytime Telephone Number	
On-site Telephone Number	
Email	

Please check the box that best represents your organization:

Non-Profit Tax ID # _____ Government Agency Community Organization Tax ID # _____

EXHIBIT INFORMATION

Exhibit name & description: <i>Please list all literature, hands-on activities and any give-a-ways you plan to have</i>	
Equipment request	# _____ Folding Chairs # _____ 6' Tables
Parking passes needed	I need _____ parking pass(es) for myself and the workers at my booth
I plan to bring my own 10'x10' tent	<input type="checkbox"/> Yes <input type="checkbox"/> No (<i>TENTS WILL NOT BE PROVIDED</i>)

IMPORTANT INFORMATION

Application Due:	Friday, March 8, 2019
Festival Set-Up:	Friday, May 3, 2019 by 3:00 pm & Saturday, May 4, 2019 by 9:00 am
Festival Breakdown:	Saturday, May 4, 2019 after 5:00 pm once the "all clear" signal is announced
Please fax, email or mail your application to:	Newport News Parks, Recreation & Tourism Attention: Emily Nickerson, Special Events Coordinator 700 Town Center Dr. Suite 320 Newport News, VA 23606 enickerson@nnva.gov (757) 926-1470 (office) (757) 926-1460 (fax)

EXHIBITOR AGREEMENT





I have read and understand the exhibitor rules of the 30th Annual Children's Festival of Friends. I agree to hold the City of Newport News harmless for any loss or damage to my person or property. I further understand that I may be asked to leave the Festival if the Event Staff deems that I have misrepresented myself and/or my work, or if I do not abide by the regulations of the Festival. Event Staff will review applications for acceptance and non-acceptance. Decisions of the Event Staff are final. The Event Staff criteria for acceptance into the Event is based on how the applicant meets event standards, including how well the information relates to the theme of the Event, the quality of the exhibit and the exhibitor's overall potential for making a positive addition to the Event.

Exhibitor Contact Signature	Date	Event Staff Signature	Date
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EXHIBITOR RULES FOR CHILDREN'S FESTIVAL OF FRIENDS



(save this information for future reference):

<p>EXHIBITOR ELIGIBILITY</p>	<p>All Festival exhibitors must be considered a <i>family-friendly</i> community organization with non-profit status. Exhibitors may be asked to provide proof of their non-profit status. The focus of this festival is on free, non-commercial activities for children.</p> <p>Businesses and for-profit organizations can participate as a sponsor in the festival by contacting Senior Promotions Coordinator, Renee Popernack at (757) 926-1433.</p>
<p>EXHIBITOR STANDARDS</p>	<p>Festival participation requires each exhibitor provide a free, hands-on activity. Exhibitors are NOT PERMITTED to sell merchandise, fund-raise or solicit money on behalf of their organization at the festival. All articles and displays must be theme-related, family-friendly and age appropriate. No obscene items will be allowed.</p>
<p>SET-UP TIMES & PROCEDURES</p> 	<p>The 30th Annual Children's Festival of Friends is Saturday, May 4, 2019 from 10:00am-5:00pm. Exhibitors are encouraged to set-up on Friday, May 3, from 12noon-3:00pm. On Saturday morning, all vehicles must be out of the event area no later than 9:00am. Exhibitors must be completely set-up and ready to operate by 9:45am.</p> <p>Pets and bicycles are not permitted in the Festival area. Parking and additional set-up information will be mailed by Friday, April 19, 2019.</p>
<p>MANNING OF BOOTH SPACE</p>	<p>Participants should be prepared to serve approximately 1,000 children, ages 2 to 12 years. Exhibits must be manned at all times and open to patrons for the entire festival day. No early booth break down is permitted. Staff will not tent sit for any reason due to liability. You may break down your exhibit at 5:00pm; however, vehicles will not be allowed inside the event area until an announcement is made.</p>
<p>BOOTH SPACES & ELECTRICITY</p> 	<p>Each organization will be given one space free of charge, approximately 10'x10' in an open area of the park. Exhibitors are encouraged to develop frontal-only displays to reduce congestion. Unfortunately, we cannot guarantee requests for a specific location. Exhibitor assignments will be mailed by Friday, April 19, 2019.</p> <p>Requests for electricity will only be considered from those exhibitors who require electricity for their exhibit and who have made the initial request on their application. Requests made on-site for electricity or other equipment cannot be honored.</p> 
<p>WEATHER</p> 	<p>There is no rain site or rain date. The Festival and all exhibits will remain open unless Festival Staff determines the conditions to be severe. Exhibitors should come prepared with suitable materials to protect their exhibit.</p>
<p>POLICY</p>	<p>It is the policy of the City of Newport News to not exclude participants based on race, color, national origin, sex, age, ethnicity, religion, political affiliation or disability.</p>
<p>RIGHTS</p>	<p>Newport News Parks, Recreation & Tourism reserves the following rights:</p> <ol style="list-style-type: none"> To review all displays throughout the Festival to ensure that all rules are being followed; To not be responsible for any loss, theft, or damage; To refuse any exhibits considered unsuitable or inappropriate; To change space assignments if deemed necessary; and, To dismiss exhibitors from the 2019 event and exclude them from future festivals for failure to comply with Festival rules and regulations.