



VIRGINIA FESTIVAL OF FLIGHT AND FLY-IN

October 7, 2017

SUFFOLK EXECUTIVE AIRPORT (SFQ), SUFFOLK, VIRGINIA

VENDOR INFORMATION

The 19th Virginia Festival of Flight will be held on October 7, 2017 at the Suffolk Executive Airport (SFQ), Suffolk, Virginia. Our Festival will be held in conjunction with the 40th Suffolk Peanut Festival, a venue that has had, in the past, 50,000 attendees on the day our event is scheduled. You are encouraged to participate in an aviation festival and fly-in that focuses on family, entertainment, and all things aviation, including: fly-by demonstrations, displays, vendors, food, presentations, plus all kinds of aircraft. 300-500 airplanes have participated in previous years.

We sincerely hope you will consider being part of the Virginia Festival of Flight, and we look forward to seeing all of you who have supported us in the past, as well as meeting new vendors/exhibitors! Please use these materials if you are selling items or services. Food vendors should apply using our separate food vendor application. Note that payments received prior to August 1, 2017 will receive early-bird rates (comparable to the 2016 rates).

For further information, please check out our web site (www.virginiafestivalofflight.org)

VENDOR SPACES ARE FILLED FIRST COME – FIRST SERVED!!

Daniel Arkin
Fly-In Manager
E-mail: [FlyInManager @ VirginiaFestivalOfFlight.org](mailto:FlyInManager@VirginiaFestivalOfFlight.org)

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VENDOR APPLICATION

- Download and fill out this PDF form (electronically or manually)
- Print it
- Mail the form to the address provided, or email it (if paying via PayPal)

Company: _____ Phone: _____

On-Site Contact: _____

On-Site Phone: _____ Web Site: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Your Product(s) or Service(s) _____

VENDORS (products and services) will be located in various areas of the Festival of Flight and Fly-In. All vendors will be outside. Tents for your display area must be supplied by you, along with your own set-up (including tables and chairs). Power is available for an additional charge.

_____ 10' x 10' Space (payment received prior to Aug 1, 2017)	\$170.00	\$ _____
_____ 10' x 10' Space (payment received on or after Aug 1, 2017)	\$195.00	\$ _____
_____ 20' x 20' Space (payment received prior to Aug 1, 2017)	\$220.00	\$ _____
_____ 20' x 20' Space (payment received on or after Aug 1, 2017)	\$235.00	\$ _____
_____ Motor Home or Trailer Space – Length: (payment received prior to Aug 1, 2017)	\$270.00	\$ _____
_____ Motor Home or Trailer Space – Length: (payment received on or after Aug 1, 2017)	\$295.00	\$ _____

EXHIBIT AREA on the grass (bring your own tents, tables, chairs, and tie-downs)

_____ 40'x40' Space (payment received prior to Aug 1, 2017)	\$320.00	\$ _____
_____ 40'x40' Space (payment received on or after Aug 1, 2017)	\$340.00	\$ _____

AIRCRAFT RIDES FOR SALE (PER AIRCRAFT)

(payment received prior to Aug 1, 2017) \$170.00 \$ _____
(payment received on or after Aug 1, 2017) \$190.00 \$ _____

VENDOR EXTRAS

_____Electricity (bring 35-50' heavy duty extension cords) \$35.00 \$ _____

PAYMENT

Check (Payable to Virginia Aviation Council) \$ _____

PayPal (Instructions Follow) \$ _____

Go to <http://wp.me/P7eeWv-5o>
Click on the button "Buy Now" under Payments via PayPal
Follow the prompts to enter credit card information.

Remember, online PayPal payment processing is for payment only,
and not registration. This registration form must be completed,
noting that you made payment via PayPal.

CONFIRMATION - ACCEPTANCE

I have read the attached **VENDOR POLICIES** and agree to abide by the terms and conditions.

Signed: _____ Date: _____

Send this COMPLETED AND SIGNED FORM, with copies of your PROOF OF INSURANCE and SUFFOLK Business LICENSE (as appropriate) to:

Daniel Arkin
Fly-In Manager
Virginia Festival of Flight
7337 Longview Drive
Richmond, VA 23225
804-320-3424 (Cell)

REGISTRATION & FEES MUST BE RECEIVED PRIOR TO THE EVENT TO HOLD YOUR SPACE.

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VENDOR POLICIES

All vendors are responsible for their accurate knowledge of appropriate policies and procedures for this event.

EVENT SPONSOR – Virginia Aviation Council – A 501(c)(3) all volunteer, non-profit organization working to promote aerospace education.

HOURS OF OPERATION – The hours of operation are 8:00 a.m. to 6:00 p.m. on the day of the event. You **MUST** set up after 1PM on Friday October 6th, having reported to Daniel Arkin for your assigned location. Vendor spaces must be cleaned up and vendors off the field no later than 12:00 p.m. on the day following the event. No vehicles will be allowed to park in any vendor area between 8:00 a.m. and 6:00 p.m. on the day of the event. Vendor parking will be provided.

TAXES AND FEES - It is each vendor's responsibility to abide by all City of Suffolk and Virginia state rules and regulations for the payment of taxes and license fees. If a product is on display only, and the seller is taking orders while at the airport, you will not need a **SUFFOLK BUSINESS LICENSE**. However, all Suffolk residents must obtain the **SUFFOLK BUSINESS LICENSE**. For vendors who are selling a product where the buyer leaves with it, the vendor must obtain the **SUFFOLK BUSINESS LICENSE**. A copy of your **BUSINESS LICENSE** plus evidence (as required) of a \$1,000,000 liability insurance policy. Contact us if you have questions about the liability insurance policy requirement.

For any questions regarding the vendor license or special tax forms, please call Brandon Darden (757) 514-4252 or Judy Wilson (757) 514-4255.

Commissioner of the Revenue's Office
City of Suffolk, Virginia
PO Box 1459
Suffolk VA 23439

Susan L. Draper
Commissioner of the Revenue
Phone: (757)514-4260
Fax: (757)514-4270
Email: ComRev@suffolkva.us

CONFIRMATION - Your Vendor space will only be guaranteed if it is confirmed and paid in full.

SECURITY - Security will be provided on the field for the entire event.

INSURANCE FOR ALL VENDORS - You may be required to have a \$1,000,000 liability insurance policy, with the Virginia Aviation Council and the Suffolk Peanut Festival listed as additional insureds. A copy of the proof of insurance must be submitted with your Vendor Registration. Contact us for further information on this insurance requirement.

SHIPPING OF MERCHANDISE – Merchandise may be shipped following these instructions: Label the container with large letters “FESTIVAL OF FLIGHT VENDOR”, YOUR COMPANY NAME and ship to: The Suffolk Executive Airport Terminal Building, 1200 Gene Bolton Drive, Suffolk, Virginia 23434, Attention: Customer Service Tech. You or the shipper must call 757-514-4411 to advise them of the delivery. You will need to make arrangements for the return pickup after the event.

CANCELLATIONS - If it is necessary for a Vendor to cancel on or prior to August 1, 2017, the vendor payment, less \$50 will be refunded. No refunds will be granted after August 1, 2017. If the Virginia Aviation Council cancels the event for any reason other than weather, vendors will have their registration fees returned within 60 days from date of cancellation. If the Virginia Aviation Council cancels the event due to a dangerous weather situation, no refunds will be provided. **CANCELLATION NOTICE WILL BE PROVIDED ON THE EVENT WEB SITE: www.virginiafestivalofflight.org**