



## NOT-for-PROFIT "COMMUNITY LANE" REGULATIONS

### RULES

- Please note that space is limited and Hampton Bay Days reserves the right to select participating vendors.
- Vendors violating the rules will be ineligible for future festivals.
- Vendors must be at least 18 years of age.
- All fees must be included with application and each vendor must collect and report sales taxes.
- Applications must be postmarked no later June 1st. Applicants will be notified of acceptance by postal mail or e-mail. Those not accepted will be refunded all fees except the application fee. An accepted application is a commitment to participate. *No refunds will be made for cancellation.*
- Not-for-Profit applicants for "Community Lane" must provide an IRS Letter with this application.
- Exhibitors must display for the duration of the festival and must preside over their own exhibit. Exhibitors must provide their own display.
- Hampton Bay Days, Inc. and the City of Hampton are not liable for loss or damage to persons or property.
- Due to the size of the festival, there is *no rain facility or rain date*. **Be prepared, the festival will be held regardless of the weather.** *No refund will be issued in the event of cancellation due to extremely hazardous/dangerous weather.*
- I and my representatives expressly release and hold harmless Hampton Bay Days Inc. and the City of Hampton and its directors, employees, agents and volunteers from any and all liability for injury, sickness or death, including personal injury and property damage or loss (including defense costs) which may arise in connection with vendor participation in the Hampton Bay Days Festival associated with the negligence of the vendor, and its employees or volunteers.

### Insurance

- An insurance certificate may be required. If so, **The certificate must contain a sentence stating "Hampton Bay Days, Inc. and the City of Hampton are additional insured for \$1,000,000." (\$1 million)** If your display requires insurance, you will be notified after June 1st.

### Fees

- \$25 application fee, non-refundable.
- Notification: A self-addressed stamped envelope (\$.65) of standard business size must accompany your application.
- Not-for-Profit applicants for "Community Lane" must provide an IRS Letter with this application.

### Exclusives

- Hampton Bay Days, Inc. reserves the right to provide sales of particular products to selected suppliers. Upon acceptance, you will be informed of any product exclusives and who to contact for further information. Vendors shall use all festival suppliers and will be notified of any additional arrangements.
- The festival logo and the words "Hampton Bay Days" are trademarked. *Permission* to use either the logo or the festival name *must be obtained* by contacting the festival office.
- Hats, caps, visors, novelty items, glow products and t-shirts are Bay Days exclusives and may not be sold or distributed by exhibitors.

## Exhibitor Space

- Spaces are pre-assigned and Hampton Bay Days reserves the right to select participating vendors.
- Vendors may not move from their pre-assigned space.
- No vendor may swap or sell a space to another vendor.
- Booth space measures 10' x 10'. Layout may not extend beyond the boundary of assigned space.
- Each vendor must provide own tent, tables, chairs, etc. Tables must be skirted to the ground on all exposed sides.
- The festival will not have a rain date. Artists are encouraged to have suitable material to protect their work.
- Hampton Bay Days closes each night at 11 p.m. and in order to keep our city and festival clean, city crews will be sweeping and leaf blowing on Friday and Saturday night. It is up to each exhibitor to cover up and close his or her booths/tent and cover merchandise inside.
- Keep your display area neat and maintain a professional image.
- NO ONE ALLOWED IN HIS OR HER BOOTH AFTER MIDNIGHT.

## Set up and Parking

- Upon acceptance, information will be mailed concerning space number and location. Moving into the correct space will be your responsibility. Committee members will be available to help you locate your space.
- Tents must be self-supporting; tent pegs or stakes not permitted. No stakes or poles may be driven into a paved surface.
- Tents may be set up after 6 p.m. on Thursday and installation completed by 10 a.m. on Friday.
- Displays must be set up on Friday by 10 a.m.
- Vendors must be ready for operation no later than: 10:00 a.m. on Friday 9:00 a.m. on Saturday, and 11:00 a.m. on Sunday.
- Hampton Bay Days, Inc. reserves the right to reassign your space if you are not ready for operation at 10:00 a.m. on Friday.
- Each vendor will receive 2 parking passes required for admission into the festival area. **You must supply your own transport of equipment/merchandise. Parking or driving is prohibited in all vendor space areas.**
- The use of coffee makers and microwaves are prohibited.
- Tents must be removed Sunday night.

## Facilities

- Electricity is required for nighttime operation.
- A 110-volt (10 amps) line with an outlet that has one (1) receptacle will be provided for you.
- Vendors **must supply a 14 gauge 100-foot UL approved extension cord** because the outlet will be in the area of 100 feet of your tent.
- A Vendor cannot increase the number of outlets by using extension cords, surge protectors, or multi-plugs.
- **All lights are not to exceed 200 watts.**
- All electricity is limited to 30-amps/single phase. If you require more than 30 amps or three-phase power IT IS NOT AVAILABLE.
- Portable toilet facilities will be available. **Water supply is not available.**