



Not-for-Profit "Community Lane" Exhibitor Application
Deadline: June 1 ~ Acceptance Notification after July 15th

Contact Name: _____

Business Name: _____

Social Security #: _____ or Tax ID #: _____

Address: _____

City: _____ State _____ ZIP _____

Work Phone: _____ Fax: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

How many year(s) participated in Bay Days: _____

Description of Items on Exhibition/Activities at Community Lane:

Application Fee: **(non-refundable)** = **\$ 25.00**
Total Enclosed = _____

PAYMENT:

Check Money Order Master Card VISA

Card Number: _____ Expiration Date: _____

Name on Card: _____

Signature: _____

Billing address: _____ or

Same as above.

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Vendor Name (Last, First): _____

With the electricity you will receive a 110-volt (10 amps) line with one outlet. Vendors **must supply a 100-foot UL approved extension cord** because the outlet will be in the area of 100 feet of your space. **All lights must not exceed 200 watts.**

Bay Days welcomes employees, volunteers, vendors, sponsors, artisans, merchants, and entertainers without discrimination due to race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Bay Days does not use neutral policies and practices that have a disproportionately negative effect on applicants or employees of any of the protected groups mentioned above. Bay Days values diversity among its employees, volunteers, vendors, sponsors, artisans, merchants and entertainers. Bay Days does not tolerate discrimination, harassment, or derogatory remarks on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

PLEASE MAKE SURE YOU HAVE ENCLOSED THE FOLLOWING:

- ✓ IRS Documentation of non-profit status
- ✓ Completed Application – Both Pages.
- ✓ Check or money order for \$25 application fee payable to Hampton Bay Days.
- ✓ Insurance Certificate (if necessary)
- ✓ Self-addressed envelope with proper postage 65¢.

Application Deadline: June 1. A non-refundable late fee of \$50 will be charged on June 15, if an application is incomplete or is missing one of the required forms.

Mail To:

Hampton Bay Days, Inc. • 34 Wine Street ~ Suite A • Hampton, VA 23669-4046

Please read below before signing:

- I agree to comply with the Rules and Regulations of the Hampton Bay Days Festival. (**Go to: www.baydays.com**)
- I understand Hampton Bay Days is a rain or shine event and no refunds will be granted due to weather conditions.

- 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.
- An insurance certificate is required of all booth vendors who are in the festival. A certificate of Commercial General Liability insurance with a limit of not less than \$1,000,000.00 (\$1million) per occurrence for bodily injury or property damage is required. The certificate will name **Hampton Bay Days, Inc and the City of Hampton** as additional insured and provide for 30 days notice of cancellation. Said certificate will further be provided at the consummation of this agreement.

Signature of Applicant _____ **Date** _____

Print Name _____