



NON-PROFIT EXHIBITOR APPLICATION
HAMPTON BIKE WALK EVENTS

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| ORGANIZATION NAME: | |
| CONTACT NAME: | |
| MAILING ADDRESS: | |
| PHONE(S): | |
| e-ADDRESS: | |
| NON-PROFIT STATUS: | |
| ON-SITE CONTACT NAME AND PHONE, IF DIFFERENT THAN ABOVE: |  |

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| EXHIBIT/DISPLAY DESCRIPTION: | |
| EQUIPMENT REQUEST: | <input type="checkbox"/> Number of 6' Tables Requested <input type="checkbox"/> Number of Folding Chairs |
| ELECTRICITY REQUEST: | <input type="checkbox"/> Yes, I need Electricity to Display <input type="checkbox"/> No, I do NOT need Electricity |

I have read and understand the rules and regulations for Exhibit Space at Special Events as shown in the "Exhibitor Guidelines", which are attached hereto and incorporated herein. The Organization assumes the entire responsibility and liability for any and all damages to persons or property by or resulting from or arising out of any act or omission on the part of the Organization, its agents, employees, or volunteers under or in connection with this Agreement. The Organization agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees, and officials from and against any and all claims, losses or expenses, including reasonable attorney's fees and suits arising out of or in connection with the Organization's performance under this Agreement. Upon written demand by the City, the Organization shall assume and defend at the Organization's sole expense any and all such suits or defense of claims made against the City. I further understand that I may be asked to leave the Special Event and/or lose future participation privileges for my organization if Special Event Staff deems I have misrepresented myself and/or my exhibit, or if I, or my assigns, do not abide by the Exhibitor Guidelines and any other applicable local, state, or federal laws, ordinances, and regulations.

Organization Representative's Signature

Date

PLEASE KEEP A COPY FOR YOURSELF, AND RETURN THIS ORIGINAL APPLICATION TO:
Hampton Parks, Recreation & Leisure Services, 22 Lincoln Street, Hampton, VA 23669;
or, email to specialevents@hampton.gov



EXHIBITOR GUIDELINES

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| EXHIBITOR STANDARDS | All Exhibitors must be a <u>non-profit</u> community organization or group. Exhibitors are NOT PERMITTED to sell merchandise, conduct fund-raising campaigns, take donations, collect fees or dues, or solicit money on behalf of their organization during the events—booth spaces are for informational and community outreach purposes only. |
| BOOTH SPACES & ELECTRICITY | Exhibitors will be given one (1) 10'x10' free exhibit space, and as many tables and chairs as requested by the organization for their booth. Requests for electricity will only be considered from those Exhibitors who require electricity in order to operate their exhibit, and only at venues where electricity is available. Electricity must be requested on application, and requests made on-site for electricity or equipment will not be honored. |
| MANNING OF BOOTH SPACES | All Exhibitors must be prepared with sufficient supplies to display for the duration of the event and must preside over their exhibit at all times. Staff will not tent-sit for any reason due to liability. You may break down your exhibit at the advertised ending time for the event; however, vehicles will not be permitted inside the event area until after the “pedestrian-all-clear” announcement is made. |
| SET-UP OF BOOTH SPACES | Please check-in with a staff member upon arrival. ALL Exhibitors must be in place, set-up, and ready to operate no later than one half-hour prior to advertised starting time for the event. Exhibitors arriving after event starting time for set-up will not be permitted to drive into the festival area near booth spaces for unloading and instead must hand-carry in materials. Exhibitor booths MUST remain open and fully operational until the end of advertised festival hours. |
| WEATHER | Events are held rain-or-shine (notwithstanding dangerous weather conditions). Exhibitors are urged to bring a tent/canopy to protect themselves and their exhibits during any adverse weather conditions. For updated information about the festival during weather emergencies, the person(s) listed as your organization’s contact will be notified. You may also call (757) 727-8311 for up-to-date information. |
| POLICIES & RIGHTS | It is the policy of Hampton Parks, Recreation & Leisure Services to include all participants regardless of race, color, national origin, sex, age, ethnicity, religion, political affiliation, or disability. Hampton Parks, Recreation & Leisure Services reserves the right to: <ol style="list-style-type: none"> 1. Review all displays throughout the event to ensure that all rules are being followed; 2. Not be responsible for any loss, theft, or damage; 3. Refuse any exhibits considered unsuitable or inappropriate; 4. Change space assignments if deemed necessary; 5. Dismiss Exhibitors from the event and exclude them from future events for failure to comply with event rules and regulations; and, 6. Cancel, postpone, or move the event due to unforeseen circumstances. |
| QUESTIONS? | Call us! Hampton Parks, Recreation & Leisure Services, (757) 727-6348, open M-F 8-4:30 daily, or email specialevents@hampton.gov anytime. |

*** PLEASE KEEP THIS PAGE FOR YOUR REFERENCE ***