



# CRABTOWN SEAFOOD FESTIVAL

Downtown Hampton, Virginia

September 2, 2023, 11am-7pm

## 2023 EXHIBITOR APPLICATION

ORGANIZATION NAME:	
CONTACT NAME:	
MAILING ADDRESS:	
PHONE(S):	
e-ADDRESS:	
NON-PROFIT STATUS:	
ON-SITE CONTACT NAME AND PHONE:	
EXHIBIT/DISPLAY DESCRIPTION (Exhibit Must Be Related to the Nautical Theme of Event):	
EQUIPMENT REQUEST:	<input type="checkbox"/> Number of 6' Tables Requested <input type="checkbox"/> Number of Folding Chairs Requested
WILL YOU BE BRINGING A TENT/CANOPY?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 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 the Organization may be asked to leave the Special Event and/or lose future participation privileges for my organization if Special Event Staff deems the Organization has misrepresented itself and/or its exhibit, or if the Organization does not abide by the Exhibitor Guidelines and any other applicable local, state, or federal laws, ordinances, and regulations.

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Signature of Responsible Organization Representative

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Date

PLEASE KEEP A COPY FOR YOURSELF, AND RETURN THIS ORIGINAL APPLICATION

**NO LATER THAN FRIDAY, JUNE 30, 2023**

Hampton Parks, Recreation & Leisure Services, 22 Lincoln Street, Hampton, VA 23669;  
Fax to (757) 727-8313; or, email to [specialevents@hampton.gov](mailto:specialevents@hampton.gov). Questions? Call (757) 727-8311.

### EXHIBITOR GUIDELINES

<b>EXHIBITOR ACCEPTANCE</b>	Applications for Non-Profit Exhibitor Space (the "Space") are considered by the selection committee only when Space is available. Exhibits and organization mission must be theme-related to the Special Event, and organizations must provide a Special Event service (e.g., volunteers, outreach, etc.) and/or activity (theme-related game, children's craft, etc.) in exchange for Space.
<b>EXHIBITOR STANDARDS</b>	All Exhibitors must be a <u>non-profit</u> community organization or group. <b>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 Special Events. Space is for informational and community outreach purposes only.</b>
<b>BOOTH SPACES &amp; ELECTRICITY</b>	Exhibitors will be given one (1) 10'x10' tent, one (1) 6' rectangular table, and one (1) folding chair by the City; all other equipment must be provided by the organization. Requests for electricity will only be considered from those Exhibitors who require electricity in order to operate their exhibit and who made a request on their application, AND ONLY WHEN AND WHERE ELECTRICITY IS AVAILABLE. Not all event venues are equipped with electrical sources. Requests made on-site for electricity or equipment will not be honored.
<b>MANNING OF BOOTH SPACES</b>	All Exhibitors must be prepared with sufficient supplies to display for the duration of the Special Event and must preside over their Space at all times. Special Event Staff will not Space-sit for any reason. Vehicles will not be permitted inside the Special Event area, except during specified set-up and break-down hours, and not until after the "pedestrian-all-clear" announcement is made at the end of the Special Event.
<b>SET-UP OF BOOTH SPACES</b>	<b>Exhibitors should check-in with Special Event Staff upon arrival. Exhibitors arriving after designated set-up hours will not be permitted to drive into the Special Event area near Spaces for unloading and instead must hand-carry in materials. Exhibitors MUST remain open and fully operational until the end of the Special Event, or forfeit the opportunity to participate in future Hampton Festivals. Although we'd prefer you join us, please do not apply if you cannot commit to all festival hours.</b>
<b>WEATHER</b>	Special Events are held rain-or-shine (notwithstanding dangerous weather conditions). <b>Exhibitors are urged to bring supplies to protect themselves and their materials and equipment during any adverse weather conditions.</b> For updated information about the Special Event 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.
<b>POLICIES &amp; RIGHTS</b>	It is the City's policy to include all participants regardless of race, color, national origin, sex, age, ethnicity, religion, political affiliation, or disability. The City reserves the right to: <ol style="list-style-type: none"> <li>1. Review all displays throughout the Special Event to ensure that all rules are being followed;</li> <li>2. Not be responsible for any loss, theft, or damage;</li> <li>3. Refuse any exhibits considered unsuitable or inappropriate;</li> <li>4. Change Space assignments if deemed necessary;</li> <li>5. Dismiss Exhibitors from the Special Event and exclude them from future Special Events for failure to comply with Special Event rules and regulations; and</li> <li>6. Cancel, postpone, or move the Special Event due to unforeseen circumstances.</li> </ol>

**QUESTIONS?**

Call us! Hampton Parks, Recreation & Leisure Services, (757) 727-8311, open M-F 8:00am-4:30pm daily, or email [specialevents@hampton.gov](mailto:specialevents@hampton.gov) anytime.

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