



Retail Vendor Application Form

Applicant Information

Contact Person: _____

Business Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____

*List a number that is accessible on nights and weekends in case of an emergency

Fax: _____

E-mail: _____

Retail Items

List Retail Items: _____

List (1) Retail Item for Norfolk Festevents' Marketing Campaign: _____

Set-Up Information

Dimensions: _____ (Frontage) X _____ (Depth)

Norfolk Festevents provides a tent for retail vendors. The tent will be the dimensions you request (i.e. 10x10) or it will be a large tent divided into sections (i.e. 20x20 tent with (4) 10x10 sections). Cost of the tent is included in your space fee.

If other equipment (i.e. tent wall, lights, electric cords, tables, chairs) is needed it must be rented (1) month prior to the event. The only equipment provided by Norfolk Festevents is the tent.

Electrical Requirements

Please list all electrical requirements including lighting. Site is equipped with **110V power, 20 Amp source, 50 Amp source is available but limited**. Power is included in space fee.

| Equipment Description | Qty. | Watts | Amps |
|-----------------------|------|-------|------|
| | | | |
| | | | |
| | | | |

Total (not to exceed 20 Amps): _____

Experience

| Event Name | Date | Event Contact Person | Phone | Gross Sales |
|------------|------|----------------------|-------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Photographs

Vendor must submit (5) photographs with this application. These photos **must** include views of:

1. products
2. all signage
3. booth interior
4. booth front
5. booth rear

These photos must all have been taken **during full operation**. Applications submitted without the required photographs will not be accepted. Please label all photographs with vendor name. These photographs will remain the property of Norfolk Festevents.

Completing and submitting this form and attachments does not constitute authorization to operate a retail vending operation in Town Point Park.

All information contained herein is subject to change without notice.

Return pages 1–3 as soon as possible to:

Norfolk Festevents
Attn: Sales & Operations
120 West Main Street
Norfolk, VA 23510

2010 Schedule of Events

Please check the box for the event(s) you are interested in:

Saturday, May 8, 2010

4th Annual Spring Town Point Virginia Wine Festival

Venue – Town Point Park

Theme – upscale, gourmet, wine sampling

Ticketed & Everyone is Welcome

Est. attendance 5,000

Saturday, May 15, 2010

9th Annual Virginia Beer Festival

Venue – Town Point Park

Theme – beer sampling

Ticketed & Everyone is Welcome

Est. attendance 8,000

Friday, June 11 – Sunday, June 13, 2010

34th Annual Norfolk Harborfest

Venue – Town Point Park

Theme – signature event, fireworks

Free & Everyone is Welcome

Est. attendance 250,000

Friday, June 25 – Sunday, June 27, 2010

21st Annual Bayou Boogaloo & Cajun Food Festival

Venue – Town Point Park

Theme – Cajun & zydeco music and Cajun food

Ticketed & Everyone is Welcome

Est. attendance 20,000

Sunday, July 4, 2010

28th Annual 4th of July Great American Picnic & Fireworks

Venue – Town Point Park

Theme – fireworks

Free & Everyone is Welcome

Est. attendance 20,000

Friday, July 23 – Saturday, July 24, 2010

29th Annual Norfolk Jazz Festival

Venue – Town Point Park

Theme – jazz music

Ticketed & Everyone is Welcome

Est. attendance 5,000

Saturday, August 28, 2010

10th Annual Norfolk Latino Music Festival

Venue – Town Point Park

Theme – Latin cultural celebration

Free & Everyone is Welcome

Est. attendance 5,000

Saturday, September 18, 2010

5th Annual Acoustic Music Festival

Venue – Town Point Park

Theme – acoustic music

Free & Everyone is Welcome

Est. attendance 7,500

Saturday, October 2, 2010

22nd Annual Virginia Children's Festival

Venue – Town Point Park

Theme – family

Ticketed & Everyone is Welcome

Est. attendance 15,000

Saturday, Oct. 16 – Sunday, Oct. 17, 2010

23rd Annual Town Point Virginia Wine Festival

Venue – Town Point Park

Theme – upscale, gourmet, wine sampling

Ticketed & Everyone is Welcome

Est. attendance 15,000