



Divine Eats and Cocktails Festival

*Thank You for your interest in being a Retail Vendor at Lux Events
Divine Eats & Cocktails Festival!*

ABOUT THE EVENT:

Take part in the Divine Eats & Cocktails Festival. The Festival will attract over 1,000 attendees. This year we will be introducing delicious gourmet food and treats, from chefs, caterers, restaurants, and food vendors, cocktails, free raffle prizes, face painting & balloon twisting for kids, hourly performances, & more!

HOW TO PARTICIPATE:

- * Complete the attached application and submit it via email to luxeventsva@gmail.com
- * Pay the Participation Fee (\$35 for Vendors will be emailed to you in a separate email by our merchant Square to the email provided on the application and due within 7 days to confirm your space. If payment is NOT received, your invoice will be canceled and your space offered to the next applicant)
- * Provide us with your logo and/or link to your Facebook/Twitter/Instagram so that we can advertise your participation on our website and our social media pages.
- * **MONDAY, JANUARY 13th, 2020**, check your email for your assigned vendor space number along with an outline map of the event and any additional details.

Divine Eats & Cocktails Festival

Date: Saturday, January 18th, 2020

Time: 12:00pm-7:00pm

Location: Hub 757

6801 Bridgeway Dr.

Suffolk, VA 23435



Admission Cost: \$5 per person ages 13 & up. (includes general entry and parking onsite)
Children 12 & under free.

Door Prize: If you provide a raffle prize, you will receive \$5 off your participation fee. You must put an "X" on the Vendor Rates Form and a Door Prize Submission Form will be emailed to you once your application has been approved.

2020 EXHIBITOR & RETAIL VENDOR RATE



SPACE

(Please indicate your choice with an "X" beside the space)

Retail Vendor Space

Reach attendees directly by displaying your products and generating on site sales.

10 x 10 space including a 6ft square table (if needed) and two chairs. Each vendor must provide their own signage.

Retail Vendor Participation Fee (for direct sellers and retailers looking to sell their product or merchandise directly to attendees- will be collecting payments on-site)

\$35

SUBTOTAL: \$ _____

ALL FEES ARE NON-REFUNDABLE & BINDING.

_____ **"X" THIS BOX IF YOU ARE DONATING A RAFFLE PRIZE TO RECEIVE \$5.00 OFF FEE**

Hold Harmless Agreement

Please Check:

- ☐ I have read and agree to abide by all of Lux Events LLC's Divine Eats and Cocktails Festival and procedures.
- ☐ I, _____, agree that Hub 757 and Lux Events, LLC, and their respective officers, employees, contractors, agents and consultants are not liable for any bodily injury to include death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation at Lux Events Divine Eats & Cocktails Festival whether such injury, theft or damage occurred prior, during, or after the Great Food Truck Festival. The above named exhibitor or vendor further agrees to indemnify, defend and hold harmless Hub 757 and Lux Events, LLC and their respective officers, employees, contractors, agents and consultants for and against any claims for such bodily injury to include death, theft or damage, including attorney fees.
- ☐ I understand that it is required that I carry my own general liability and product liability insurance, as this coverage is not provided.
- ☐ I understand that the event hours are from 12:00p.m. - 7:00p.m. and exhibitors and vendors are **expected to stay until the conclusion of the event.**

Mail the following to: Lux Events, P.O. Box 14493, Newport News, VA 23608

Or via E-Mail to: luxeventsva@gmail.com (can take a photo-must be clear)

- ☐ Signed Application
- ☐ Hold Harmless Agreement

Signature of applicant:

Date:

**ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED, NO
DIGITAL SIGNATURES WILL BE APPROVED!**



Lux Events Divine Eats & Cocktails Festival

Date: Saturday, January 18, 2019 **Time:** 12p- 7pm **Location:** Hub 757

6801 Bridgeway Dr, Suffolk, VA 23435

Website: www.luxeventsva.com/divinefestival

Electrical Request Form

This form must be completed in order to receive electrical service. If an appliance is not listed, it will not be powered by electricity on Festival grounds. Please return this form with your application. Once approved, you will receive an invoice with payment due within 7 days.

If you plan to plug into power supplied by Lux Events, LLC you will need to have a standard plug, you will need to supply the cord(s) needed to pair up with our equipment.

FEES:

- **Basic Electric Fee: \$10.00** (Two, 30 Amp Circuits or One, 220V hookup)
- **Additional Fee (added to basic charge): \$10.00** **for over limit electrical needs or Add'l Outlet/Circuit

****NO on-site requests for electricity will be honored. Please list below all anticipated needs. ****

Your Retail Vendor Name: _____

Authorized Representative/Contact's Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: (_____) _____ **Email:** _____@_____. _____

Food Truck Permit # _____

For 220 volt service, you must supply your own plug and receptacle. A maximum of two, 30-amp circuits will be supplied at the basic charge rate. To find the voltage, amps or watts, check the label on each appliance. "Multi-plugs" are not permitted as they can blow fuses and are considered a fire hazard.

Appliance	110 V	220 V	Amps/Watts
EX: MICROWAVE		X	700W
1.			
2.			
3.			
4.			
5.			
6.			

FOR OFFICE USE ONLY

Date Received	Electrical Service Requested	Date the Invoice is Sent	Date the Invoice is Paid

2020 Policies and Procedures

OPERATING HOURS

Lux Events Divine Eats & Cocktails Festival will be held on Saturday, January 18th, 2020. The Divine Eats and Cocktails Festival will operate from 12:00noon to 7:00pm.

LOCATION

The Festival will be held at Hub 757 located at 6801 Bridgeway Dr, Suffolk, VA 23435.

FESTIVAL DIRECTOR

The Festival Director, Shannon Combs, will be on-site at the event during operation. If questions and/or problems arise on the day of they will be resolved by her.

PROHIBITED

- ❖ Re-selling of purchased items is strictly prohibited.
- ❖ Sale of manufactured, used, or imported goods is not permitted.
- ❖ Value-added products are permitted for sale if approval is received by the Festival Director.

APPLICATION AND FEES

- ❖ Vendors must submit this Application and Hold Harmless Agreement to the Festival Director before participating as a retail vendor. The Application documents product origination. The Hold Harmless Agreement conveys that vendor will hold Hub 757 and Lux Events, LLC and their respective officers, employees, agents, contractors and consultants harmless against any claims for bodily injury to include death, theft or damage, including attorney fees in connection with their participation at Lux Events Divine Eats & Cocktails Festival.
- ❖ The non-refundable space fee will be sent in a separate email via invoice from our merchant Square to the email provided on the application and will reserve 10x10 space to participate as a retail vendor.
- ❖ Retail Vendors may sell only from the space assigned by the Festival Director. The space is a 10' x 10' area. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic or space allocations for other exhibitors or vendors.
- ❖ Vendors must provide any additional equipment needed for business at the festival (ie: credit card processor, etc). The Festival Director is not responsible for providing Vendors with equipment, and set-up/breakdown support.

RULES AND REGULATIONS

- ❖ Each vendor must abide by all state and federal regulations which govern the production, preparation, preservation, labeling and safety of products and offered for sale. Vendors are liable for their own products and services.
- ❖ Vendors are responsible at all times for the cleanliness within their allotted space. Each exhibitor or vendor will be required to leave the space clean at the end of the event. Each vendor is asked to properly dispose of their trash in the provided trash receptacles.
- ❖ Accidents or injuries at the event must be reported to Event Staff
- ❖ All signs and displays must be approved by the Festival Director.
- ❖ Vendor participation will be at the sole discretion of the Festival Director.
- ❖ Formal complaints must be made to the Festival Director.

VENDOR SPACE ASSIGNMENT SET-UP AND BREAKDOWN

- ❖ **On January 13th, 2020 prior to the event, vendors will receive an event layout map and an assigned number via email that illustrates the layout for the day and where your space will be located. There is always a chance that an assigned space may change on the day of the event and should any space adjustments be made for safety, vendors will be notified as soon as possible.**
- ❖ **Vendors can arrive as early as 8:30 am and must be setup by 11:45am**
- ❖ **At the conclusion of the Event at 7:00pm, Vendors are required to breakdown their product and equipment and clear the area no later than 1 hour after (8:00pm) the close of the event.**
- ❖ **The Festival Director recommends that each Retail Vendor have a sign identifying the name and location of their business (if applicable).**
- ❖ **Retail Vendors are required to stay until the end of the event including Vendors that sell out of product before the conclusion of the event. If a Vendor cannot attend or is running late, the Vendor must make EVERY EFFORT to notify the Festival Director who can be reached directly via cell phone at (757) 849-8790.**