



VIRGINIA AVIATION COUNCIL

An all volunteer non-profit organization working to promote aerospace education

VIRGINIA REGIONAL FESTIVAL OF FLIGHT

APRIL 28 & 29, 2012

SUFFOLK EXECUTIVE AIRPORT (SFQ)

Suffolk, Virginia

www.virginiaflyin.org

VENDOR/EXHIBITOR PACKET

Enclosed is the vendor/exhibitor packet for the 15th Annual Virginia Regional Festival of Flight to be held on April 28 & 29, 2012, at Suffolk Executive Airport (SFQ), Suffolk, Virginia. We offer you the opportunity to participate in an aviation festival that focuses on homebuilt, antique, classic, warbird, ultralight, powered parachute and light sport aircraft for general aviation pilots, builders, restorers and the general public.

We ask that you notice the new **Directed Parade of Flight** information sheet for this year. We expect well over the 300 airplanes we have had participate in previous years.

As in the past, we will have our pancake breakfast on Saturday and Sunday, forums, workshops, vendors for the aviation public, a women's activity tent, a youth tent for hands-on activities with the assistance of NASA instructors, static displays, judging of airplanes with awards, food, flying model airplanes, show cars and much more.

We would like to encourage those vendors/exhibitors who are unable to travel to the Fly-In, to put an **Advertisement** in the **Souvenir Program**. All attendees receive a free copy of this program. An advertisement rate sheet is enclosed for your use.

By presenting a **Forum or Workshop**, you will be able to share your product or expertise with all the aviation enthusiasts attending. A sign-up form is enclosed.

We sincerely hope you plan to attend the Virginia Regional Festival of Flight. I look forward to seeing all of you who have supported us in the past, and meeting our new vendors and exhibitors! For further information, please phone or e-mail me or check out our web site (www.virginiaflyin.org) for updated activities.

PLEASE RESPOND BY MARCH 30, 2012 TO BE INCLUDED IN THE PROGRAM.

Judy Sparks
Fly-In Manager
Vendor/Exhibitor Coordinator

4891 Occoquan Club Drive
Woodbridge, VA 22192
Phone/Fax – 703-590-9112
Cell – 703-581-7667
E-mail: jhsparks@comcast.net



THE VIRGINIA AVIATION COUNCIL (VAC)
 An all volunteer non-profit organization working to promote aerospace education

VIRGINIA REGIONAL FESTIVAL OF FLIGHT
APRIL 28 & 29, 2012

Suffolk Executive Airport (SFQ), Suffolk, VA
VENDOR/EXHIBITOR REGISTRATION

Company: _____ Phone: _____
 Mobile: _____ Web Site: _____
 Contact: _____ Fax: _____
 Address: _____ Suite: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____
 Your Product(s) or Service (s) _____

DO YOU WANT THE COMPANY NAME PUT ON OUR WEB SITE? YES NO

NON-PROFIT ORGANIZATIONS

Non-profit organizations may reserve a 10'x10' **OUTSIDE** vendor **SPACE FOR \$100.00** to promote their organization. No fund raising or sales allowed. Bring your own tent, table and chairs or contact Judy Sparks for rentals. The Proof of Non-Profit Status is required.

INSIDE COMMERCIAL EXHIBITOR TENT – 30 X 50 feet

Price includes drapes, table and two chairs.

10' x 10' space \$250.00 \$ _____
 10' x 20' space \$350.00 \$ _____

OUTSIDE COMMERCIAL EXHIBITOR AREA-Must have own set-up.

10' x 10' space \$200.00 \$ _____
 10' x 20' space..... \$250.00 \$ _____
 Motor Home or Trailer sales space over 20 feet – Length: _____ \$300.00 \$ _____

AIRCRAFT EXHIBIT AREA ON GRASS (Bring your own tie-downs)

See web site and enclosed information sheet on the **Directed Parade of Flight**

SPACE (40'x40') for airplane parking – includes 10x10 shade canopy, table & 2 chairs.....\$350.00 \$ _____
 PARKING AREA: General Aviation _____ Ultralight Field _____

AIRPLANE RIDES\$125.00 \$ _____

(See TAXES & FEES on reverse side)

EXTRAS

ELECTRICITY _____yes _____no. If yes, what volts _____ & amps? _____ \$15.00 \$ _____
 Tables.....Number required _____ X \$15.00 \$ _____
 Chairs.....Number required _____ X \$ 2.00 \$ _____
 Additional Event Passes (2 free).....Number required _____ X \$10.00 \$ _____
 Exhibitor Parking Passes.....Number required _____

INCLUDE RETURNABLE SECURITY DEPOSIT: \$ 75.00

Payment made by check _____ or Google Checkout (Instructions enclosed) _____ **Total: \$ _____**

If VAC is charged a bank service fee due to the handling of a check, the exhibitor will be required to reimburse the fee to VAC.
REGISTRATION & FEE MUST BE RECEIVED BY MARCH 30, 2012 TO BE INCLUDED IN PROGRAM

CONTINUED ON REVERSE SIDE

PLEASE READ AND SIGN

SPONSOR – Virginia Aviation Council (VAC) – A 501(c)(3) all volunteer, non-profit organization working to promote aerospace education.

HOURS OF OPERATION – The hours of operation are 8:00 a.m. to 4:00 p.m. on Saturday and Sunday. You **MUST** set up on Friday, April 27, 2012 and report to Judy Sparks for your passes. Exhibit spaces must be cleaned up and exhibitor off the field no later than 12:00 p.m. on Monday, April 30.. **No vehicles will be allowed to park in any exhibit area between 8:00 a.m. and 4:00 p.m. on Saturday and Sunday.**

TAXES AND FEES - It is the Exhibitor's and Food Vendor's responsibility to abide by all the City of Suffolk and Virginia state rules and regulations for the payment of taxes and license fees. **For those vendors/exhibitors who can show proof of being a non-profit 501(c)(3) organization, you will not have to obtain the Suffolk Vendor License but must enclose a copy of your non-profit status. If you are just handing out literature and not taking money while on the airport, you will not need the Vendor License. For all other vendors/exhibitors who are selling a product, please fill out the enclosed Application for Vendor License, enclose a separate check made out to the Treasurer, City of Suffolk for \$30, and enclose with the Festival of Flight Registration form. AIRPLANE RIDES are required to have the Vendor License and fill out the Special Tax Form for the Admission Tax. FOR ANY QUESTIONS REGARDING THE VENDOR LICENSE OR SPECIAL TAX FORMS, PLEASE CALL DARLENE at 757-514-4252 or LINDA at 757-514-4257**

FOOD VENDORS - Food vendors must have the \$20 Virginia State Health Department permit. Contact Judy Sparks (see below) to receive the health permit packet. You will also need to obtain the Vendor License (see Taxes and Fees above) as well as filling out the enclosed Special Tax Application for the Food Tax. **A copy of your health permit, the Vendor License application with \$30 check, and the Special Tax Application must be sent to Judy Sparks with your Festival of Flight registration form.**

CAMPING - RVs, trailers, and tent campers must set up in the Campground and register with the Campground Chairman. There will be a \$10 per night fee (\$20 per night with power) for each site. Some electric set ups are available. (First come, first served). **If someone in your party is volunteering, they must register ON-LINE before the posted deadline at www.virginiaflyin.org under Volunteers.** Anyone who flies in for the Fly-In, may camp "under the wing" free of charge in the designated area. **PETS MUST BE KEPT INSIDE THE CAMPGROUND AND MUST BE ON A LEASH AT ALL TIMES.**

AIRPLANE RIDES – Must have a Suffolk Vendor License and the Suffolk Special Tax Form for the Admission Tax. (Included in Packet).

CONFIRMATION - Your Vendor/Exhibitor's space will only be guaranteed if it is confirmed and paid in full with your registration.

SECURITY - The Council provides security on the field for the entire Fly-In.

DRAWING PRIZES - Exhibitors are encouraged to donate gift certificates or prizes for the drawings that will occur during the fly-in hours for the public and at the Volunteer Dinner held Saturday night.

INSURANCE FOR ALL EXHIBITORS - You are required to have a \$1,000,000 liability insurance policy, with the Virginia Aviation Council listed as an additional insured. **Send proof of insurance to Judy Sparks by April 20, 2012.**

SHIPPING OF MERCHANDISE – Merchandise may be shipped following these instructions: Label the container with large letters "VA FLY-IN EXHIBITOR", YOUR COMPANY NAME and ship to: The Suffolk Executive Airport Terminal Building, 1200 Gene Bolton Drive, Suffolk, Virginia 23434, Attention: Customer Service Tech. You or the shipper must call 757-514-4411 to advise of the impending delivery. You will need to make arrangements for the return pickup after the Fly-In.

CANCELLATIONS - If it is necessary for the Exhibitor to cancel on or prior to March 1, 2011, the payment, less \$20 will be refunded. No refunds after March 1. If VAC cancels the Fly-In anytime after March 1, the Exhibitors will have their registration fee returned within 60 days from date of cancellation. If the Fly-In is cancelled due to circumstances beyond the control of the VAC, then the registration fee will be returned, minus a \$20 service fee, within 60 days from date of cancellation. **CANCELLATION NOTICES WILL BE LISTED ON THE WEB SITE:**

WWW.VirginiaFlyin.org

CONFIRMATION - ACCEPTANCE:

I have read the above and agree to abide by the terms and conditions.

Signed: _____ Date: _____

Payment made by check (made payable to Virginia Aviation Council) _____ or Google Checkout (Charge) _____ in the amount of \$ _____.

SEND TO:

Judy Sparks, 4891 Occoquan Club Drive, Woodbridge, VA 22192-5910

Phone/Fax: 703-590-9112, Cell: 703-581-7667, E-mail: jhsparks@comcast.net



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ONLINE VENDOR PAYMENT INSTRUCTIONS

Dear Vendor/Exhibitor,

In an effort to make the payment processing easier and more convenient for you, we have set up an online checkout to pay vendor registration fees. This online checkout saves time and allows you to make payment by credit card, something many of you have asked for in the past.

This is only online payment processing, it is not registration. The enclosed registration must be completed and mailed back to Judy Sparks noting that you made payment via Google Checkout.

Instructions:

Go to <http://www.virginiaflyin.org/>

Click **“On Field”** tab and scroll to **“Vendors”**.

On the Vendors page you will find the Google Checkout Button

Enter Total Vendor Fees, click button and follow prompts to enter credit card payment information.

PLEASE NOTE ON YOUR COMPLETED REGISTRATION THAT PAYMENT WAS MADE VIA GOOGLE CHECKOUT SO WE CAN CROSS CHECK OUR RECORDS.

Festival of Flight Vendor Fees Online Payment

Vendor Registration Form must be completed & mailed.

Please note on registration form that payment was made by Google Checkout.

Total Vendor Fee: \$



Fast checkout through Google

If you have any questions regarding the online checkout please contact Gordon Campbell at flytova@gmail.com. Any other registration questions should be directed to the Fly-In Manager, Judy Sparks at jhsparks@comcast.net.



**DIRECTED PARADE OF FLIGHT
APRIL 28 – 12:30 – 1:30 p.m.**

**The Suffolk Executive Airport will be closed for that hour by NOTAM.
This notice will be put on the web site (www.VirginiaFlyin.org) and in the vendor packet.**

Where: Normal pattern. No lower than 500 feet over the runway. Normal cruise speed.

Who: Antiques / Classics / Experimental / Light-Sport
Demonstration flights can fly when airport is not closed.

Details: Aircraft will be sorted by category and speed. Maximum four (4) aircraft in the pattern at one time.
Three (3) circuits and land. No formation flying

Registration: Form to be sent to Operations Manager, Tom Tyndall (tatflys@aol.com) or 9704 Royerton Drive, Richmond, VA 23228,
Telephone 804-261-7501.

Name _____

E-mail _____

Telephone No. _____

Type of aircraft _____

Time in aircraft _____

Preferred speed to fly in mph _____

Copies of: Pilot’s certificate, current medical or driver’s license if Sport Pilot, current flight review and current insurance will be required at sign-in,
0900, April 28.

Please send registration form to Tom Tyndall before deadline of April 25, 2012.



**2012 SOUVENIR PROGRAM
ADVERTISING APPLICATION**

The Festival of Flight souvenir program includes a detailed schedule of events, a festival site map and lists of exhibitors, vendors and sponsors. Four thousand copies of the program will be distributed for two weeks leading up to and throughout the April 28-29, 2012, event at Suffolk Executive Airport.

To reserve ad space (space is limited), complete and return this application with payment and ad hard copy no later than March 23, 2012. Electronic media files must be 300 dpi or higher and provided in a JPEG or PDF format. Layout questions should be directed to Theresa Earles at Tearles@Suffolkva.us or 757-514-4132 or toll free at 866-733-7835.

COMPANY INFORMATION

Please provide company information as it will appear in advertising material.

Company Name

Company Address

Company Address (continued, if necessary)

City, State and Zip Code

CONTACT INFORMATION

Please provide ONE contact person who will be responsible for all aspects of ad placement.

Contact Name

Contact E-Mail

Contact Telephone

Contact Fax

Brief Description of Products or Services

ADVERTISING SIZES AND RATES (Check only one)

- Outside Back Cover, Glossy Color (8" H x 5" Wide) \$500
- Inside Front Cover, Glossy Color (8" H x 5" Wide) 300
- Inside Back Cover, Glossy Color (8" H x 5" Wide) 300
- Full Page Color (8" H x 5" Wide) 200
- One-Half Page Color (4" H x 5" Wide) 100
- One-Quarter Page Color (2" H x 5" Wide) 75

CHECKS PAYABLE TO:

Virginia Aviation Council

Please return this completed form, with payment, by **March 23, 2012** to:

Suffolk Division of Tourism, Attn: Festival of Flight, 524 N. Main Street, Suffolk, Virginia 23434.

For general questions about the festival, contact DeWitt Whittington, PR Chairman, at dee.whittington@gmail.com or 804-358-4333.

Questions about participating as a vendor should be directed to Judy Sparks, Manager, at jhsparks@comcast.net or 703-590-9112.

Also visit www.VirginiaFlyIn.org



VIRGINIA REGIONAL FESTIVAL OF FLIGHT– 2012

MOTELS

ECONOLODGE

1503 Holland Road
Route 58 East
Suffolk, VA 23434
Reservations: 757-514-5600

HILTON GARDEN INN

5921 Harbour View Blvd.
Suffolk, VA 23435
Reservation: 757-925-1300
www.suffolk.gardeninn.com

HOLIDAY INN EXPRESS HOTEL & SUITES

1018 Centerbrooke Lane
Suffolk, VA 23434
Reservations: 757-923-1010
www.hiexpress.com

QUALITY INN SUFFOLK

2864 Pruden Blvd.
Suffolk, VA 23434
1-800-997-5148

SUPER 8 in SUFFOLK

633 North Main St.
Suffolk, VA 23434
Reservation: 1-800-997-5148



VIRGINIA REGIONAL FESTIVAL OF FLIGHT – 2012

AUTOMOBILE RENTAL COMPANY

FOUR STAR AUTOMOBILE RENTALS

2584 Pruden Boulevard
Suffolk, VA 23434
Contact: Wendy or Kelly
wendy2@starmotors.com
757-539-0215

A mid-sized automobile rental for 2 days will be **\$77.30** which includes tax. The automobile will be delivered to the Festival of Flight Headquarters trailer at Suffolk Executive Airport for pick up. The driver should return the automobile to the Headquarters trailer.

Please mention that you are attending the Festival of Flight.

If you have any difficulty, contact
Judy Sparks, Manager of the Virginia
Regional Festival of Flight
cell: 703-581-7667
jhsparks@comcast.net



15th VIRGINIA REGIONAL FESTIVAL OF FLIGHT FORUM PRESENTER REGISTRATION

Return to: Kurt Franz, 422 Beamons Mill Trail, Suffolk, VA 23434
Phone: 757-538-2268, E-mail: kurtnamara@charter.net
Fly-in updates: www.VirginiaFlyIn.org

Name: _____

Company/Organization _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Cell: _____ Fax: _____

Please list a title for your forum for the official program.

Please mark the times on the days you wish to conduct your presentation(s). You will be advised of your schedule. Your passes will be sent to you at a later date before the fly-in. **Please bring a laptop, etc. if needed for your presentation.** PA, lectern, computer projector and screen will be provided if you request them below. The field layout map is on our web site with directions for flying or driving in.

AV equipment needed: _____

SATURDAY – April 28

- 10:00 - 11:00
- 11:15 - 12:15
- 12:30 - 01:30
- 01:45 - 02:45
- 03:00 - 04:00

SUNDAY – April 29

- 10:00 - 11:00
- 11:15 - 12:15

• I'm flying in and need transportation to one of the motels listed on the web site.

NOTE: Log onto our web site and click on **Off Field | Motels** for a list of motels.

Note: If you can scan this form, e-mail to address above or mail to address above.



15th VIRGINIA REGIONAL FESTIVAL OF FLIGHT WORKSHOP REGISTRATION

Return to: Kurt Franz, 422 Beamons Mill Trail, Suffolk, VA 23434
Phone & fax 757-538-2268, E-mail: kurtntamara@charter.net

Fly-in updates: www.VirginiaFlyIn.org

Name: _____

Company/Organization _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Cell: _____ Fax: _____

Please list a title for your forum for the official program.

Please mark the times on the days you wish to conduct your presentation(s). You will be advised of your schedule. Your passes will be sent to you at a later date before the fly-in. **Please bring a laptop, etc. if needed for your presentation.** PA, lectern, computer projector and screen will be provided if you request them below. The field layout map is on our web site with directions for flying or driving in.

AV equipment needed: _____

SATURDAY – April 28

- 10:00 - 12:00
- 01:00 – 03:00

SUNDAY – April 29

- 10:00 - 12:00

Or, suggest your own times below. We will try to accommodate you.

I'm flying in and need transportation to one of the motels listed on the web site.

NOTE: Log onto our web site and click on Off Field | Motels for list of motels

Note: If you can scan this form, e-mail to address above or mail to address above.



CITY OF SUFFOLK
APPLICATION FOR VENDOR LICENSE



Type of Ownership: Individual Partnership Corporation Limited Liability Corp

SSN (sole proprietors): _____ FEIN: _____

Name (sole proprietor or corporation name): _____

Business Name (fictitious, trading as, dba): _____

Mailing Address: _____

Business Address: _____

Local Business Phone: () _____ Corp/Main Office Phone: () _____

Fax: () _____ Cell: () _____ Email: _____

Contact Names: _____

Description of items being sold: _____

List the Suffolk Event(s) you are planning to attend and dates if known:

Are food items sold subject to prepared food and beverage tax? YES NO

If yes, a special tax application must be submitted along with this form.

Complete this section only if Incorporated or LLC

Date of Incorporation _____

Primary Officer's Name/Title: _____ Home Phone: _____

Primary Officer's Home Address: _____

Other Officers/Members: _____

(Include name & title) _____

I affirm that I am a legal resident of the United States. I verify this information to be true and correct to the best of my knowledge and belief.

Signature _____ Title: _____

Print Name _____ Date: _____

If assistance is needed in completing this form, please call Darlene Gengel (757) 514-4252 or Judy Wilson (757) 514-4255 in the Commissioner of the Revenue's Office, PO Box 1459 Suffolk VA 23439



CITY OF SUFFOLK, VIRGINIA
P.O. Box 1459
Suffolk, Va 23439-1459



Thomas A. Hazelwood
Commissioner of the Revenue

Phone: (757)514-4260
Fax: (757)514-4270
Email: ComRev@suffolkva.us

VENDORS
SPECIAL TAX APPLICATON

Registration, Collection and Reporting of:

Food & Beverage Tax 6.50% Admissions Tax 10.00%

SS# or Federal ID#: _____

Applicant: _____

Indiv.() Partnership () Corp.() LLC ()

Trade Name: _____

Business Location: _____

Mailing Address: _____

Telephone # () _____ - _____

List the Suffolk Event(s) you are planning to attend and dates if known:

Individual(s) Responsible for Collecting and Remitting Tax:

Name Title Social Security#

Home Address Home Telephone#

Name Title Social Security#

Home Address Home Telephone#

Signature of Applicant Title Date

FOR OFFICE USE ONLY

ACCOUNT# _____ COMMENTS _____
