



## **WINGS WHEELS & KEELS 2017**

### **Vendor - Exhibitor Application Package**

**Please read, sign and return the attached Application & Registration Form. Keep this information sheet for later reference.**

#### **Hours of Operation**

Hours of operation 8:00am to 4:00pm, Saturday, September 30th, 2017, rain or shine. Exhibitor/vendor sites may be set up on Friday, September 29<sup>nd</sup> between 12:00 noon and 4:00pm. Grounds will be open again at 6:00am on September 30<sup>rd</sup>. Exhibitors and vendors will not be allowed on the field before checking in at the Vendor Registration Booth.

- No vehicles are allowed in the exhibit/vendor area between 8:30 am & 4:00 pm, on the day of the event.
- No vendor setups after 8:45 am on the day of the event.
- No Pets Please.
- No outside sales allowed.
- No flea market or yard sale items in the crafts area.
- Exhibitor/vendor spaces must be cleaned and vacated no later than 4:00pm the day after the event.
- Alcohol and/or drugs are prohibited on the field.
- Use of the Wings Wheels& Keels logo is prohibited without written authorization from the Board.
- Vendors/Exhibitors must remain on site until close of operations, Saturday, September 24th
- This is a rain or shine event.
- All spaces are outdoors.
- All sales require a Vendor Application/Registration on file.

#### **Camping & Lodging**

"Under wing" camping in the designated area is free of charge during the fly-in for those flying in. Other on-site camping is prohibited. Grey's Point Campground, a full service campground, is within 1/4 mile from the airport. Grey's suggest you make reservations early. Call 804-758-2485. The Pilot House Inn & Restaurant is located next to the airfield. Call 804-758-2262. There are many motels in our area. Call the yellow page directory for complete listings.

#### **Security**

The Friends of Hummel Field and Wings Wheels& Keels Volunteers provide no security or service beyond those normally available at the airport.

#### **Confirmation & Penalty**

Exhibit/Vendor space is on a first come-first serve basis and is guaranteed only with completed registration. Registration deadline is: Saturday, September 2<sup>nd</sup>, 2017. Applications received after Sept. 2<sup>nd</sup> are subject to a 50% late application fee.

**Golf Carts & ATV**

Golf carts and/or ATV type vehicles are prohibited on Hummel field without prior notice to the Wings Wheels & Keels Safety Officer. Golf carts and/or ATV type vehicles are prohibited on the grounds between 8:30 am and 4:00 pm on Saturday. Friends of Hummel Field and the Wings Wheels & Keels Volunteers assume no liability for loss, damage or injury caused by use of such vehicular equipment while on the airport grounds.

**Parking**

Limited parking is provided for exhibitors and vendors. Access to Exhibit/Vendor sites is allowed only during site setup. No vehicles will be allowed in to exhibit or vendor area 8:30am to 4:00pm. Saturday. Vendors must have a parking pass to park in the vendor area.

**Check In**

Vendors and exhibitors must check in at Vendor Registration before going onto the field. Exhibitors and vendors will be given parking passes and site directions at check in. You will not be allowed to occupy your site without checking in. All vendors and exhibitors will remove all trash and leave their sites clean.

**Electricity**

Electricity is not available on the field. You may use a "Quiet" Generator if it can be placed in our remote service area and properly sized extension cables are used. Cables must be out of the public walkways and traffic areas.

**Raffles, Giveaway & Marketing**

No out of town Vacation Marketing allowed. All Giveaways and Raffles must be noted on your application and approved by the Wings Wheels & Keels Volunteer Committee. Raffles must be in accordance with Virginia gaming laws. State all details of your give-away on your application.

**Food Vendors**

Health permits must be obtained in advance of the event. Food Vendors cooking and/or selling food must call the Middlesex County Health Department at least two weeks prior to the event for a Food Preparation Permit Application. Call 804-758-2381. Permits must be conspicuously posted at your site. The Health Department will inspect all food sites on the morning of the event. A 4% Meals Tax is also required to be collected and remitted to the Middlesex Commissioner of the Revenue.

**Liability Insurance**

Vendors/Exhibitors must supply proof of liability insurance.

**Cancellations**

Registration refunds will be given before September 1st, 2017, less \$20.00 handling fee. No refunds will be given after September 1st.

**Be sure all parts of the Application/Registration Form are complete. Return Form with payment to:**

Friends of Hummel 2 LCC  
P.O. Box 202  
Topping, Virginia 23169

Thank You for your Participation!

For more information:

Call Rusty Gill: (804) 286-4049

Email: [applications@wingswheelskeels.com](mailto:applications@wingswheelskeels.com)

Website: <http://www.wingswheelskeels.com>

**WINGS WHEELS& KEELS 2017 VENDOR - EXHIBITOR APPLICATION FORM**

**Acceptance**

I/We have read the entire contents of the vendor/exhibitor package and agree to abide by the terms and conditions. Furthermore, I/We guarantee to indemnify and save harmless The Wings Wheels & Keels Volunteers, The Friends of Hummel Airfield, its volunteers, sponsors and their agents connected with Wings Wheels& Keels 2017 and Middlesex County as their interest may appear from any liability, loss, damage, injury, or death while engaged in or traveling to or from this event as a result of my/our participation in Wings Wheels& Keels 2017 held at Hummel Airfield in Topping Virginia.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Name: (Company/Org.) \_\_\_\_\_

Contact \_\_\_\_\_ Phone (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Your Service or Product: \_\_\_\_\_

Is your Organization (A) Commercial \_\_\_\_ (B) Non-Profit \_\_\_\_

Please describe what you will be selling or displaying in your space, the services you will be offering, the number of workers, whether you will be using a generator, etc. If you will be using a tent or trailer, please provide dimensions.

\_\_\_\_\_  
\_\_\_\_\_

**FEES - PAYMENT MUST BE RECEIVED WITH YOUR APPLICATION.**

**Local Charitable Non-Profit Organizations**

Non-Profit local organizations may reserve 10 x 10 vendor lots for \$5.00 each.

Please select the quantity of 10 x 10 lots you would like..... Quantity: \_\_\_\_\_ @ \$5.00 each

**Hand-Made Arts & Craft Vendors**

10 x 10 .....	\$20.00	\$ _____
10 x 20 .....	\$30.00	\$ _____
20 x 20 .....	\$50.00	\$ _____

**Manufactured Arts & Crafts for Resale**

10 x 10 .....	\$ 40.00	\$ _____
10 x 20 .....	\$ 60.00	\$ _____
20 x 20 .....	\$100.00	\$ _____

**Commercial & Food Vendors**

10 x 10 .....	\$125.00	\$ _____
20 x 20 .....	\$200.00	\$ _____
Additional space in 10' x 10' increments add \$50.00 Additional space _____	\$50.00	\$ _____
Motor Home or Trailer sales .....	\$100.00	\$ _____

Trailers 28 ft and longer-call for information

Number of Parking Passes needed: \_\_\_\_\_ (You must have a parking pass to park in the vendor area.)

Enclosed is a check for \$ \_\_\_\_\_ (Make check payable to: Friends of Hummel Air Field)

# MIDDLESEX COUNTY MEALS TAX WORKSHEET AND REMITTANCE FORM



Please remit payment by the 20<sup>th</sup> of the following month to avoid enforcement action. Thank you.

Did you:

- Sign the return and verify accuracy of details? A return must be filed even if no tax is due.
  - Enclose a check made payable to "County of Middlesex"
1. WHO MUST COLLECT AND REMIT MEALS TAX – Any person selling meals, (alcoholic beverages included), edible refreshments and nourishments, liquid or otherwise, shall collect the tax from the person paying for such meal.
  2. RATE OF MEALS TAX – 4% of cost of meal, including alcoholic beverage and non-optional gratuities.
  3. COMMISSION RATE – 5% of the Tax Collected. Business retains this amount and deducts it from the Tax Due. The Commission cannot be retained if the Tax Payment is submitted after the date due.

**Retain this portion for your records:**

YEAR	EVENT DATE	EVENT
2017/18	September 30, 2017	<b>Wings, Wheels &amp; Keels</b>

TAXABLE RECEIPTS	RATE	TAX	
(A)	4% (.04)	(B)	(A) <b>Taxable Receipts</b> - Gross Receipts less Exemptions (B) <b>Tax</b> – The amount of tax due (TAXABLE RECEIPTS x RATE)
Commission (.05)		(C) -	(C) <b>Commission</b> – The amount retained for collecting the Tax for the County (TAX x COMMISSION RATE of .05). This cannot be deducted if the tax payment is submitted after the due date.
Penalty		(D) +	(D) <b>Penalty</b> – If remitted after the 20 <sup>th</sup> of the month following the collection period, a 10% or \$10 penalty (whichever is greater) shall be applied. (TAX x .10) or \$10 (whichever is greater)
Interest		(E) +	(E) <b>Interest</b> – If remitted on or after the first day of the month after the month the tax is due, and for every additional month, interest in the amount of 0.83% per month shall be applied. (TAX + PENALTY) x 0.0083 x month(s).
<b>TOTAL TO REMIT</b>		(F)	(F) <b>Total to Remit</b> – The grand total due to be remitted as payment. (TAX – COMMISSION + PENALTY + INTEREST). If submitted after the due date, this total will be (TAX + PENALTY + INTEREST). No commission can be withheld.

(cut here)



**Detach and mail with your payment** by the 20<sup>th</sup> of the following month to avoid penalties, interest and enforcement action. Thank you.

YEAR	EVENT DATE	BUSINESS LOCATION
2017/18	SEPTEMBER 30, 2017	<b>Wings, Wheels &amp; Keels</b>

Insert Name and Address of Business:

Make check payable to: County of Middlesex

Submit with this portion to:  
 Middlesex Commissioner of the Revenue  
 P. O. Box 148  
 Saluda, VA 23149

TAXABLE RECEIPTS	RATE	TAX	
\$	4% x (.04)	\$	
Commission = Tax x (.05)		-	
Penalty		+	
Interest		+	
<b>TOTAL TO REMIT</b>		\$	

X \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 AUTHORIZED SIGNATURE DATE PHONE  
 (The signature of the collector and remitter of tax)