

KEEP SUFFOLK  
*Beautiful*

SUFFOLK  
**ART**  
**LEAGUE**  
The gateway to the arts



# Suffolk

earth and arts  
FESTIVAL

APRIL 25, 2026 10AM 'til 4PM  
HISTORIC DOWNTOWN SUFFOLK  
[SuffolkVAEarthAndArts.com](http://SuffolkVAEarthAndArts.com)



# VENDOR PACKET



VISIT  
**SUFFOLK**  
*Virginia*  
Suffolk Tourism

*Peanut City*  
*& Candle Co.*

  
**TOWNE BANK**

# Suffolk EARTH and ARTS FESTIVAL

Hello!

**Subject:** Get Ready for the 2026 Suffolk Earth & Arts Festival!

Thank you for joining us at the 2026 Suffolk Earth & Arts Festival on Saturday, April 25, 2026, from 10 AM to 4 PM. We're thrilled to have you on board!

To help everything run smoothly, please review the attached packet with key info on vendor arrival, setup, and parking. It's essential reading to ensure a hassle-free experience.

With strong interest in this year's festival, we'd love your help spreading the word. Please share the attached flyer, banner, and our [Facebook event page](#) with your network to help us get the word out.

For more details, including a public parking map and merchandise presales, visit:  
[www.suffolkvaearthandarts.com](http://www.suffolkvaearthandarts.com)

If you have any questions or need assistance, feel free to contact me, Hillarey Breedlove, at (757) 925-0448 or [suffolkartleague@verizon.net](mailto:suffolkartleague@verizon.net). Thanks again for your participation—we're looking forward to a fantastic event!

Sincerely,

**Hillarey Breedlove**

**Suffolk Art League**

**Executive Director**

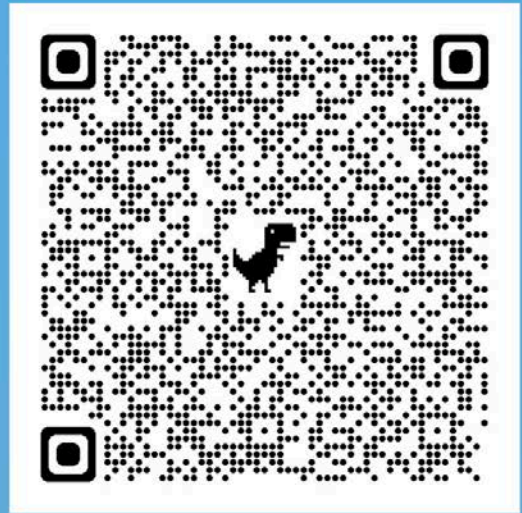
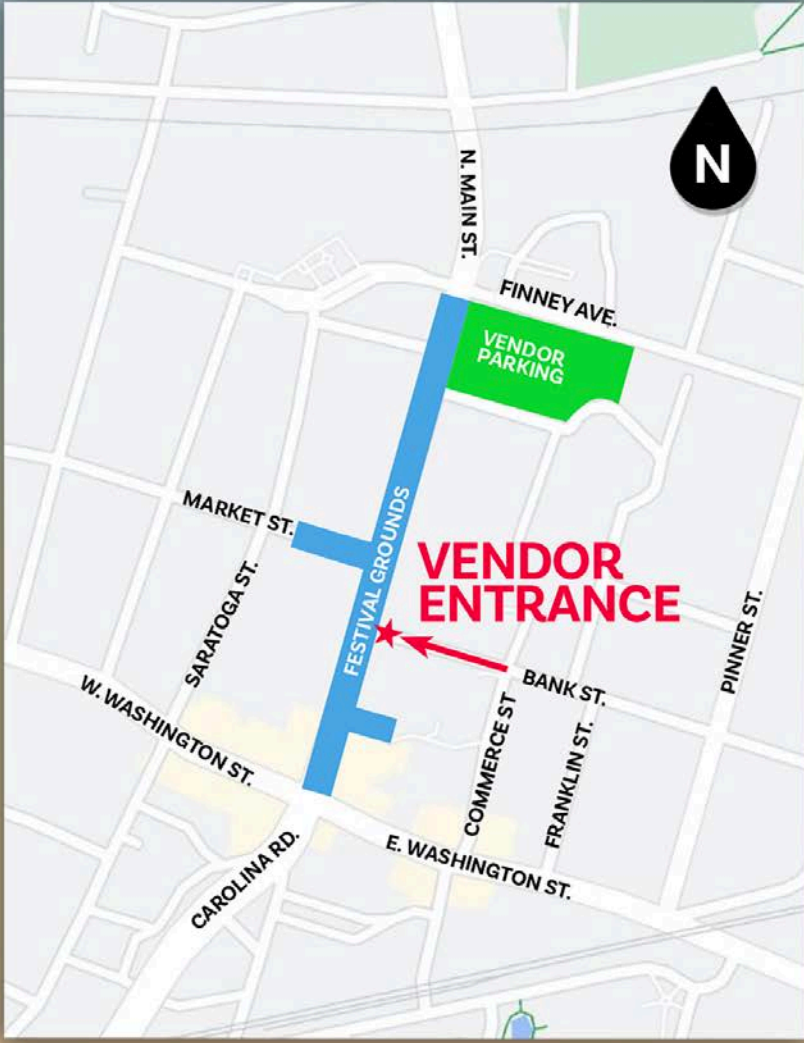


## RULES & REGULATIONS

1. Vendor may arrive via the Bank Street entrance (see attached map) to set up their space beginning at **6:00 AM**. Vehicles must be completely cleared from the event space no later than **9:00 AM** to ensure safe foot traffic.
  - a. Vendors will be assigned a zone upon arrival. Once the vendor has arrived at their zone, the Zone Captain will assign them a space.
  - b. Vendor may drive to their assigned space, but must be mindful of keeping lanes open for other traffic. Vendor must unload all needed items and then park vehicle(s) in area designated before setting up booth.
  - c. There is designated vendor parking at the north end of North Main Street across from the [First Baptist Church](#). Once this fills up, we suggest that vendors park behind Suffolk City Hall at one of the two parking lots on Market Street.
2. Vendor will be provided a space approximately 12' x 12' unless pre-approved for a larger space. Vendor must provide all tables, chairs, tents, and other equipment needed for their space. Vendors are required to cleanup and dispose of any trash or packaging in their allotted space(s).
3. Vendor is entirely responsible for obtaining any necessary licensing and making sales tax payments:  
**Commissioner of Revenue Office**  
442 W. Washington St.  
Suffolk, VA 23434.  
Phone: 757-514-4260
4. Vendors will be on pavement and are required to mark with bright colors any wires/ropes extending from tent. **Tents must be adequately weighted with 25lbs weights per leg or anchored.** Any tents that do not possess sufficient weight to withstand potential wind gusts will have to be taken down.
5. Vendor may only display items included and approved on their application. Any changes to listed items must be approved by the Suffolk Earth and Arts Committee.

6. Food vendors are responsible for complying with all VDH regulations.
7. Event Staff reserves the right to review all displays throughout the event to ensure regulations are being followed - and to refuse any items considered unsuitable or inappropriate. This includes:
  - a. Consumption or possession of alcohol (outside of designated area) or controlled substances at the event;
  - b. Dirty or unkempt booth;
  - c. Health code violations;
  - d. Weapons, or items that can be classified as weapons;
  - e. Multi-level marketing (MLM) items/sales are strictly prohibited.
8. Vendor must be prepared with sufficient inventory to display for the duration of the event, and must preside over their booth. No early shutdowns allowed. Late arrivals may be denied entry into the festival space.
9. Subletting of vendor space is prohibited.
10. **Once the event closes, please pack your booth before moving your vehicle to the Festival site.** The Suffolk Police Department will allow vendors to drive onto the festival site to pack their supplies once the foot traffic has sufficiently subsided.
11. Vendor understands that the vendor fee is nonrefundable in cases of inclement weather and vendor cancelation. If vendor must cancel, please reach out to 757-925-0488 or [suffolkartleague76@gmail.com](mailto:suffolkartleague76@gmail.com) . Failure to give notice will prohibit vendor from participating in future events.
12. **Please be kind to our volunteers. If there are any issues, please find event staff at the joint Keep Suffolk Beautiful and Suffolk Art League tents located near the courthouse on the 100 block of North Main Street.**



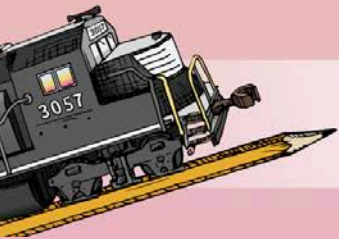


FOR  
DIRECTIONS TO  
BANK STREET



# Suffolk

earth and arts  
FESTIVAL

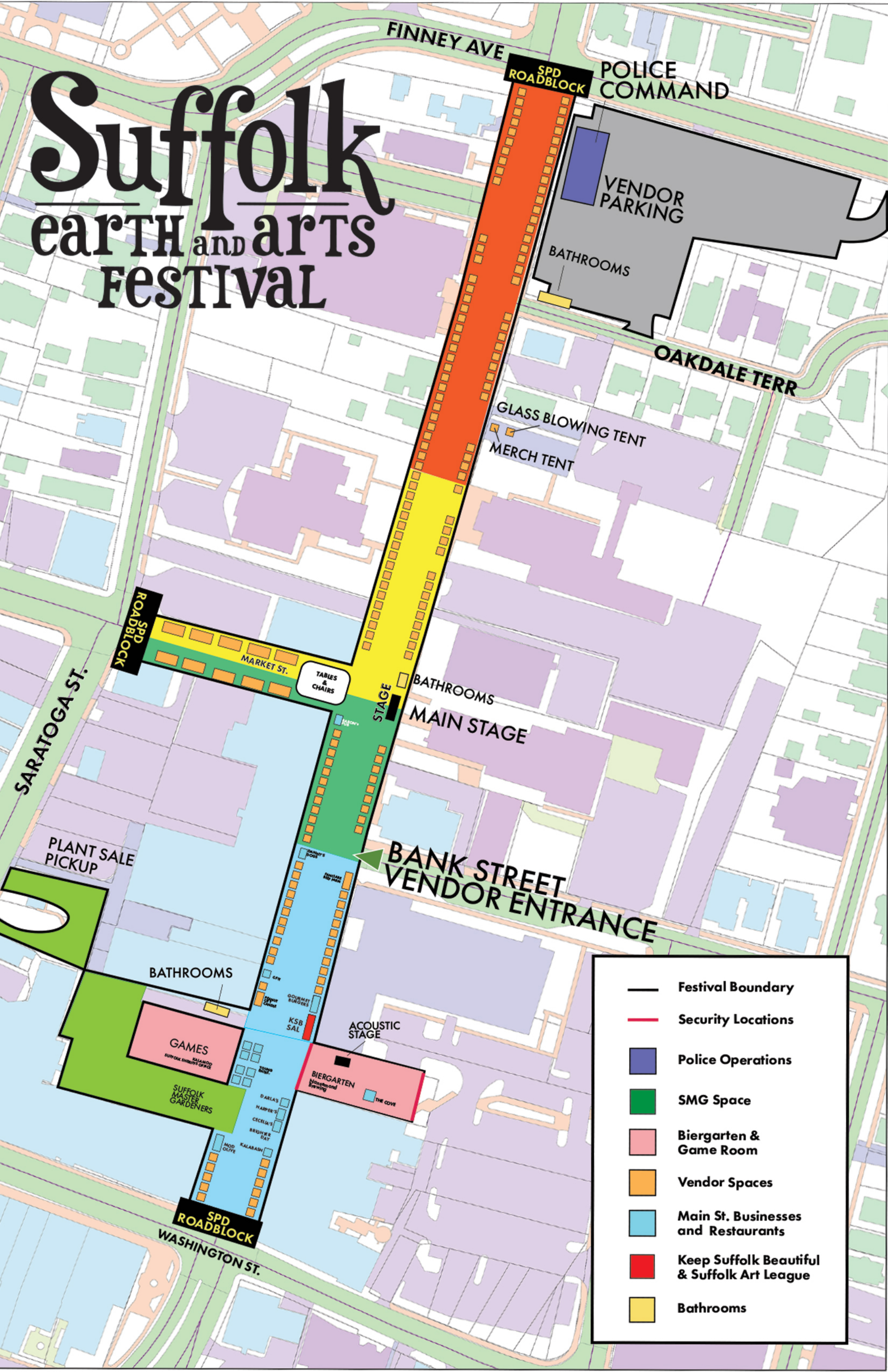


VENDOR ENTRANCE



# Suffolk

earth and arts  
FESTIVAL



- Festival Boundary
- Security Locations
- Police Operations
- SMG Space
- Biergarten & Game Room
- Vendor Spaces
- Main St. Businesses and Restaurants
- Keep Suffolk Beautiful & Suffolk Art League
- Bathrooms

# Frequently Asked Questions (FAQs) for Vendors

## **1. Where should vendors enter to set up their space?**

Vendors may arrive via the Bank Street entrance, as indicated on the map, beginning at 6:00 AM.

Vehicles must be cleared from the event space by 9:00 AM for safety reasons.

Vendors will be assigned a zone upon arrival, and the Zone Captain will assign them a space.

After unloading, vendors must park their vehicle(s) in the designated area before setting up their booth.

## **2. What are the dimensions of the provided space, and what equipment must vendors bring?**

Vendors will be provided with a space approximately 12' x 12' unless pre-approved for a larger space.

Vendors must bring all necessary equipment such as tables, chairs, tents, etc.

## **3. Who is responsible for obtaining necessary licensing and making sales tax payments?**

Vendors are entirely responsible for obtaining any necessary licensing and making sales tax payments.

The Commissioner of Revenue Office can be contacted for inquiries:

Address: 442 W. Washington St., Suffolk, VA 23434

Phone: 757-514-4260

#### **4. What are the requirements for setting up tents on pavement?**

Tents must be marked with bright colors if any wires/ropes extend from them.

Tents must be adequately weighted or anchored to withstand the elements.

Tents lacking sufficient weight to withstand potential wind gusts will have to be taken down.

#### **5. Can vendors display items not included or approved on their application?**

Vendors may only display items included and approved on their application.

#### **6. What is the procedure for packing up after the event?**

Vendors should pack their booth before moving their vehicle to the Festival site.

The Suffolk Police Department will allow vendors to drive onto the festival site to pack their supplies once foot traffic has sufficiently subsided.

#### **7. What is the policy regarding vendor fees and cancellations?**

Vendor fees are nonrefundable in cases of inclement weather and vendor cancellation.

Vendors must contact 757-925-0488 or [suffolkartleague@verizon.net](mailto:suffolkartleague@verizon.net) to cancel.

Failure to give notice will prohibit vendors from participating in future events.

#### **8. Who should vendors contact for assistance during the event?**

If there are any issues, vendors should find event staff at the joint Keep Suffolk Beautiful and Suffolk Art League tents located near the courthouse on the 100 block of North Main Street.

# Suffolk earth and arts FESTIVAL



2026 Suffolk Earth and Arts  
Festival T-Shirts are available  
from small to 4XLarge.  
Price: \$30 each.



[www.suffolkvaearthandarts.com](http://www.suffolkvaearthandarts.com)