

**The NAS Oceana Air Show is the U.S. Navy's largest open house event, attracting more than 300,000 visitors annually to the Navy's East Coast Master Jet Base in Virginia Beach, Virginia. This year's show, scheduled for September 21 – 22, 2024, with the theme of "Inspire. Educate. Soar!". The NEX offers food, beverage and retail vendors as well as other businesses the opportunity to sell their products to visitors during the Air Show weekend.**

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The NAS Oceana Air Show has grown from its modest beginnings in 1953 into one of the largest special events in Virginia. It is regularly recognized in North America among the Top 10 Events in the Southeast and Top 100 in the United States.

- Attendance: Approximately 320,000
  - Duration: 2 days, September 21-22, 2024
  - Setting: NAS Oceana, Virginia Beach, Virginia; a great time of year for beautiful weather in Virginia
  - Cost/Benefit Ratio: Less than \$0.01 per impression
  - Tangible Benefit: Personal, one-on-one contact with prospective clients and customers
  - Intangible Benefit: Participation in and association with a deserving military community
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**Product types/concepts that will not be permitted for sale at the NAS Oceana Air Show include, but are not limited to, politics, religion, psychic readings, animals, weapons (bona fide and replica versions), tobacco products (including vape), CBD, Hemp products and alcohol.**

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**FOOD VENDOR/CONCESSIONAIRE: Must make and sell products onsite or make at a Virginia Health Inspected establishment to sell onsite.**

**The more unique and specific your product/specialty is, the more likely it will be accepted into the Air Show. For example – a vendor that sells a specialty brisket or lobster roll or gelato as their sole product, it is more likely to be accepted than a vendor that sells a wide range of fair foods,**

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**NON-FOOD VENDOR/CONCESSIONAIRE: Must provide/sell a tangible good onsite that a visitor can take with them.**

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**EXHIBITOR/CONCESSIONAIRE: Must sell a good or service that a visitor CANNOT take away with them (i.e., must be purchased and/or received at a later date - including but not limited to gutter guards, spas, time shares, etc.)**

## **IMPORTANT INFORMATION & FREQUENTLY ASKED QUESTIONS**

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### **Important Vendor/Concessionaire/Exhibitor Dates**

March 15, 2024: Online Applications Requests Open

April 19, 2024: Food Application Deadline; Completed registration due to NEXCOM POC

July 1, 2024: Retail Application Deadline; Completed registration to include listing of items for sale and photos of previous setups due to NEXCOM POC

August 16, 2024: All Fees and Documentation Deadline to include signed contract, proof of liability insurance, and proof of temporary business license. Menu prices and products finalized. No changes to the menu will be allowed after this date.

August 16, 2024: All Vendor personnel submitted for base access verification.

September 12, 2024: Booth location and base access notifications sent to vendors/concessionaires/exhibitors.

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### **General Event Information**

#### Overall Air Show Hours:

Saturday, September 21, 2024, from 8:00 AM – 5:00 PM

Sunday, September 22, 2024, from 8:00 AM – 5:00 PM

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**Pricing:**

NOTE: If selected, only the products listed on the submitted vendor/concessionaire/exhibitor application will be considered for retail at the 2024 NAS Oceana Air Show. The specific items a vendor/concessionaire/exhibitor will be allowed to sell will be listed in the acceptance letter/contract. The following criteria will be used in determining category, space size, fee and location:

**Non-Food Vendor/Concessionaire or Exhibitor:**

10' x 10' - \$500  
20' x 20' - \$1,500

**Food Vendor/Concessionaire: Tent Operation**

10' X 20' - \$1,500  
20' x 20' - \$3,000

**Food Vendor/Concessionaire: Truck or Trailer Operation (20' space)**

Food Truck - \$3,000

**Tents: Tents, tables and chairs will NOT be provided. Vendor/concessionaire must provide their own.**

**Note: Personal generators WILL be allowed on the flight line. NAS Oceana Air Show will NOT provide power.**

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**Rental Equipment**

If a tent, chairs, tables, etc. are needed *prior to the NAS Oceana Air Show*, contact Affordable & Luxury Event Rentals at (757) 428-8368 or <https://www.affordabletent.net/>.

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**Base Access**

Information, directions and map to follow on/about September 1, 2024.

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**Parking**

Information and map to follow on/about September 1, 2024.

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**Security**

The NAS Oceana Air Show will have roving and stationary security for the event to monitor and maintain safety. The flight line will be secured after Air Show hours. Air Show security presence begins Thursday, September 19 and ends Sunday, September 22, 2024. Vendors/concessionaires/exhibitors must ensure that proper precautions are taken in securing their operations, as the NAS Oceana Air Show is not responsible for any lost, destroyed, or stolen items.

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## **Weather**

NAS Oceana Air Show weekend is generally a rain or shine event. Every reasonable effort will be made to conduct the Air Show as scheduled. Base leadership, in coordination with weather officials and other resources, will closely monitor weather conditions before and during events. If weather or other circumstances exist or develop, that in the opinion of the NAS Oceana Air Show would present serious hazards to life or property, Air Show events, in whole or in part, may be adjusted or cancelled at the sole discretion of the NAS Oceana Air Show. Only if the entire Air Show is cancelled, will applicants receive a space fee refund. There will be no pro-rated or partial refunds.

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## **COVID-19 Information**

NAS Oceana, in coordination with the Commonwealth of Virginia and City of Virginia Beach, will closely monitor any concerns regarding the Coronavirus (COVID-19). The Air Show will abide by all Department of Defense, Department of the Navy, Commonwealth of Virginia and City of Virginia Beach mandates on health, safety, social and physical distancing protocols. All vendors/concessionaires/exhibitors will be required to adhere to applicable mandates within their booth space and provide their own protective products, etc., as necessary.

If the Air Show is cancelled due to the Coronavirus (COVID-19) restrictions implemented by the Department of Defense, Department of the Navy, Commonwealth of Virginia and/or the City of Virginia Beach, vendors/concessionaires/exhibitors will receive a full refund of booth fees. There will be no pro-rated or partial refunds.

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## **Booth Signage**

**All menus and pricing must be prominently displayed during the ENTIRE duration of the Air Show** and must be submitted for approval with the application. No changes

to the menus or pricing are permitted after the contract award. No price increases are permitted for the duration of the Air Show.

Menu signs (22"X28") will be provided as part of the registration fee. To ensure accurate signage, food descriptions must be very detailed. For example, if a platter is being offered, provide all the components. Proofs will be sent for vendor/concessionaire/exhibitors approval prior to printing.

#### BOOTH SIGNAGE: PRODUCT PRICE LIST/MENU



- Menus and pricing must be prominently displayed in booths for all visitors to clearly view, as shown above.
- No price increases are permitted for the duration of the Air Show. This will be closely monitored.

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## Electricity, Water, Trash & Waste

### ELECTRICITY

- There will NOT be access to electricity during the event. Please plan to use a personal generator if you will need power. Fuel will be available for purchase during event.

### WATER

- Water will be available from a spigot strategically placed on the flight line. A map of this location will be provided at the time of check in at the Air Show.

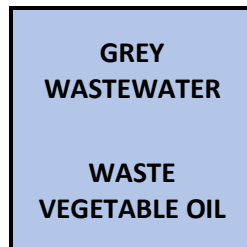
## TRASH

- All trash must be put in contractor-grade, 3MM-thick garbage bags. Do not use the lightweight ones as they will split.
- Ensure all cardboard boxes are cut along the seams, folded flat and stacked neatly.
- DO NOT CRUSH THE BOXES - FOLD THEM.
- Take cardboard boxes and bags of garbage to the closest designated dumpster location on the flight line, identified by a Green Sign noting "VENDOR TRASH."
- A map of these dumpster locations will be provided at check in.
- DO NOT USE the trash cans provided for visitors.



## GREYWATER / WASTEWATER / WASTE VEGETABLE OIL

- Large grey or black wastewater containers will be strategically located on the flight line and marked with a Blue Sign noting, "GREY WASTEWATER."
- Only grey, wastewater or waste vegetable oil should be put in these containers.
- If the container is full, take the WVO to the next closest grey wastewater location. Notify Air Show personnel about any full containers.
- A map of these locations will be provided at check in.



## CLEANLINESS

The NAS Oceana Air Show is proud to offer high-class, appealing concessions to its visitors.

Open air events always present a few challenges and clean up afterward is certainly one of them. Vendors/concessionaires/exhibitors must ensure the flight line and NAS Oceana remain clean throughout the weekend.

Some specific areas of concern from previous Air Shows:

- WASTE GREASE AND COOKING OIL - must be discarded in the containers in which it came, in the receptacle provided or by the concessionaire.
- OIL/GREASE STAINS ON THE FLIGHT LINE - must be avoided and/or cleaned by the vendor/concessionaire.
- CARDBOARD – must be broken down and flattened for pick up. Do not crush the boxes.

The Air Show will review each concession space at end of the event. If it is determined that the condition of the site has been left sub-par, and that all that could be done to clean it was not completed - a cleaning fee (minimum of \$250) will be imposed on the vendor/concessionaire/exhibitor and the opportunity to vend at future NAS Oceana Air Shows will be revoked.

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## Ice

The NAS Oceana Air Show WILL sell bagged ice in 20 lb. bags. Information on delivery to vendor/concessionaire/exhibitor booth locations or pick up, as well as cost, will be emailed on/about August 15, 2024. It will also be available on arrival at the Air Show.

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## Change

There WILL be a cash cage available for vendors/concessionaires/exhibitors needing additional \$1, \$5, and \$10 denomination bills during the following hours:

Friday	7:30 AM – 3:00 PM
Saturday	7:00 AM – 3:00 PM
Sunday	7:00 AM – 3:00 PM

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## U.S. Navy and Blue Angel Licensing Requirements

All vendors/concessionaires/exhibitors must obtain a license before selling any Blue Angels or U.S. Navy branded merchandise. Proof of license must be submitted by the documentation deadline of August 15, 2024.

To obtain a trademark license, vendors/concessionaires/exhibitors must contact:

### Blue Angels

Joel Bouve  
Assistant Counsel for the Chief of Naval Air Training  
250 Lexington Blvd., STE 102  
Corpus Christi, TX 78419-5041  
361-961-1839

[Joel.bouve@navy.mil](mailto:Joel.bouve@navy.mil)

U.S. Navy

Nadine Villanueva Santiago  
Trademark Licensing Director  
Department of the Navy  
875 N. Randolph Street  
Arlington, VA 22203  
703-696-4002  
www.navy.mil/trademarks  
[nadine.a.villanuevasantiago.civ@us.navy.mil](mailto:nadine.a.villanuevasantiago.civ@us.navy.mil)

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**Insurance** Requirements for FOOD Vendors

If selected for the Air Show, ALL VENDORS/CONCESSIONAIRES/EXHIBITORS are required to maintain a comprehensive public liability insurance policy for personal injury or death, and for property damage occasioned by reason of the operations conducted by vendor/concessionaire/exhibitor on NAS Oceana premises, including products liability; said policy to include **NAS Oceana. Navy Exchange and NEXCOM** as additional insureds. Vendor/concessionaire/exhibitor shall furnish evidence of said coverage to the Contracting Officer before a contract may be awarded, with an insurance company licensed to do business in the Commonwealth of Virginia, evidencing effective dates of September 18 - 23, 2024.

A Certificate of Insurance shall be registered in Vendor's/Concessionaire's/Exhibitor's name as it appears on all documents submitted as part of your registration. Without the Certificate of Insurance on file, vendor/concessionaire/exhibitor will not be awarded a contract.

**Commercial/Comprehensive General Liability.** The Contractor and any subcontractor shall provide a valid Certificate of Insurance listing the insurance coverage maintained. The liability insurance maintained by the Contractor and any subcontractor shall include, at a minimum, the following coverage:

- Premises - Operations
- Underground Explosion & Collapse
- Products - Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage / Fire Legal Liability
- Personal Injury
- Environmental Impairment & Remediation
- Additional Insured Provision



Other - Bailor/Bailee; Maximum deductible allowed is \$\_\_\_ per incident.

The minimum Limit of Liability shall be:

Bodily Injury per Person/Occurrence (BI)	\$2,000,000
Property Damage per Occurrence (PD)	\$2,000,000
Products Liability per Person	\$2,000,000

An option would be \$1,000,000 with a \$1,000,000 umbrella policy

Or

Combined Single Limit (CSL)	\$ 3,000,000
If Policy has Aggregate Provisions - Minimum Annual Limit per Year	\$3,000,000

**Vehicle Insurance.** For any vehicle that will be used in the performance of this Contract, the Contractor and any subcontractor shall provide valid COI/MOI listing the insurance coverage maintained. The Vehicle Insurance maintained by the Contractor and any subcontractor shall include, at a minimum, the following coverage:

- Owned, Non-Owned and Hired Vehicle
- Additional Insured Provisions
- Other - Transportation of Hazardous Substances

The minimum Limit of Liability shall be:

Bodily Injury per Person/Occurrence (BI)	\$1,000,000
Property Damage per Occurrence (PD)	\$1,000,000
Products Liability per Person	\$1,000,000

Or

Combined Single Limit (CSL)	\$2,000,000
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Vehicles used by the Contractor, any subcontractor, or any employees for the sole purpose of going to and from a place of employment on a DoD installation shall have at least the minimum coverages required by either the "Customs Territory or Outlying Area of the U.S." (e.g., District of Columbia, States, and Guam) or country in which the vehicle is registered or operated in accordance with applicable law or regulation.

**Business Interruption (B.I.).** The Contractor / Concessionaire (Contractor) shall obtain commercial Business Interruption (B.I.) insurance that provides protection for the loss of their earnings during the time required to rebuild or repair property regardless of ownership and resume operations. The Contractors B.I. insurance coverage shall cover the actual loss of commissions or royalties due and payable to NEXCOM, as a result of actual damage to and/or destruction of applicable Contractor owned or non-owned property or equipment, operated by the Contractor. For the Contractor to consider their B.I. coverage to be adequate, their lost earnings shall include commissions or royalties owed to NEXCOM as a continuing expense. In this way NEXCOM will receive a portion

of the Contractor's B.I. claim payment as if it were income earned from the Contractor's normal operations.

**Additional Insured Provisions.** The United States Government and the NEXCOM Enterprise shall be named in such insurance policies as "Additional Insured Herein" with a "Severability of Interest" clause. The Contractor and any subcontractor shall name the following as "Additional Insureds" as stipulated within the contract: "All NEXCOM Enterprise components including but not limited to Navy Exchange Service Command (NEXCOM), Navy Exchange Enterprise, Navy Exchanges, Navy Lodges Program or any other US Government entity or related instrumentality."

**Workers Compensation and Employers Liability.** The Contractor and any subcontractor shall comply with all federal and state statutory regulations pertaining to Workers' Compensation requirements for insured or self-insured programs and waive subrogation rights. The minimum Limit of Liability for Employers Liability shall be \$1,000,000. The Contractor and any subcontractor shall provide annually a valid COI/MOI.

**Local Insurance Requirements.** The Contractor and any subcontractor agree to furnish necessary insurance as stipulated above and unemployment compensation as provided by local laws. If the above insurance Limit of Liability is less than the local requirements or limits, then the Contractor and any Subcontractor shall provide the necessary limits meeting the local requirements.

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### **Insurance Requirements for NON FOOD Vendors**

If selected for the Air Show, ALL VENDORS/CONCESSIONAIRES/EXHIBITORS are required to maintain a comprehensive public liability insurance policy for personal injury or death, and for property damage occasioned by reason of the operations conducted by vendor/concessionaire/exhibitor on NAS Oceana premises, including products liability; said policy to include **NAS Oceana. Navy Exchange and NEXCOM** as additional insureds. Vendor/concessionaire/exhibitor shall furnish evidence of said coverage to the Contracting Officer before a contract may be awarded, with an insurance company licensed to do business in the Commonwealth of Virginia, evidencing effective dates of September 18 - 23, 2024.

A Certificate of Insurance shall be registered in Vendor's/Concessionaire's/Exhibitor's name as it appears on all documents submitted as part of your registration. Without the Certificate of Insurance on file, vendor/concessionaire/exhibitor will not be awarded a contract.

**Commercial/Comprehensive General Liability.** The Contractor and any subcontractor shall provide a valid Certificate of Insurance listing the insurance coverage maintained.

The liability insurance maintained by the Contractor and any subcontractor shall include, at a minimum, the following coverage:

- Premises - Operations
- Underground Explosion & Collapse
- Products - Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage / Fire Legal Liability
- Personal Injury
- Environmental Impairment & Remediation
- Additional Insured Provision
- Other - Bailor/Bailee; Maximum deductible allowed is \$\_\_\_\_\_ per incident.

The minimum Limit of Liability shall be:

Bodily Injury per Person/Occurrence (BI)	\$2,000,000
Property Damage per Occurrence (PD)	\$1,000,000
Products Liability per Person	\$1,000,000
An option would be \$1,000,000 with a \$1,000,000 umbrella policy	

Or

Combined Single Limit (CSL)	\$3,000,000
If Policy has Aggregate Provisions - Minimum Annual Limit per Year	\$3,000,000

**Vehicle Insurance.** For any vehicle that will be used in the performance of this Contract, the Contractor and any subcontractor shall provide valid COI/MOI listing the insurance coverage maintained. The Vehicle Insurance maintained by the Contractor and any subcontractor shall include, at a minimum, the following coverage:

- Owned, Non-Owned and Hired Vehicle
- Additional Insured Provisions
- Other - Transportation of Hazardous Substances

The minimum Limit of Liability shall be:

Bodily Injury per Person/Occurrence (BI)	\$1,000,000
Property Damage per Occurrence (PD)	\$1,000,000
Products Liability per Person	\$1,000,000

Or

Combined Single Limit (CSL)	\$2,000,000
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Vehicles used by the Contractor, any subcontractor, or any employees for the sole purpose of going to and from a place of employment on a DoD installation shall have at least the minimum coverages required by either the "Customs Territory or Outlying Area

of the U.S." (e.g., District of Columbia, States, and Guam) or country in which the vehicle is registered or operated in accordance with applicable law or regulation.

**Business Interruption (B.I.).** The Contractor / Concessionaire (Contractor) shall obtain commercial Business Interruption (B.I.) insurance that provides protection for the loss of their earnings during the time required to rebuild or repair property regardless of ownership and resume operations. The Contractor's B.I. insurance coverage shall cover the actual loss of commissions or royalties due and payable to NEXCOM, as a result of actual damage to and/or destruction of applicable Contractor owned or non-owned property or equipment, operated by the Contractor. For the Contractor to consider their B.I. coverage to be adequate, their lost earnings shall include commissions or royalties owed to NEXCOM as a continuing expense. In this way NEXCOM will receive a portion of the Contractor's B.I. claim payment as if it were income earned from the Contractor's normal operations.

**Additional Insured Provisions.** The United States Government and the NEXCOM Enterprise shall be named in such insurance policies as "Additional Insured Herein" with a "Severability of Interest" clause. The Contractor and any subcontractor shall name the following as "Additional Insureds" as stipulated within the contract: "All NEXCOM Enterprise components including but not limited to Navy Exchange Service Command (NEXCOM), Navy Exchange Enterprise, Navy Exchanges, Navy Lodges Program or any other US Government entity or related instrumentality."

**Workers Compensation and Employers Liability.** The Contractor and any subcontractor shall comply with all federal and state statutory regulations pertaining to Workers' Compensation requirements for insured or self-insured programs and waive subrogation rights. The minimum Limit of Liability for Employers Liability shall be \$500,000. The Contractor and any subcontractor shall provide annually a valid COI/MOI.

**Local Insurance Requirements.** The Contractor and any subcontractor agree to furnish necessary insurance as stipulated above and unemployment compensation as provided by local laws. If the above insurance Limit of Liability is less than the local requirements or limits, then the Contractor and any Subcontractor shall provide the necessary limits meeting the local requirements.

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### **Temporary Virginia Beach Business License and Taxes**

- Food vendors/concessionaires/exhibitor require a City of Virginia Beach business license or an Umbrella Community Event License, which is required to be submitted with vendor/concessionaire/exhibitor application. More information on registration for Community Events can be found at:

<https://www.vbgov.com/government/departments/commissioner-of-the-revenue/business-license/pages/community-events.aspx>

- Food vendors/concessionaires are required to register with the Virginia Department of Taxation for the remittance of the state sales tax. To obtain a Virginia Identification number and register for state tax, contact the Virginia Department of Taxation at [www.tax.virginia.gov](http://www.tax.virginia.gov).
- Non-food vendors/concessionaires/exhibitors from Virginia Beach may be required to have an annual business license.
- All vendors/concessionaires/exhibitors are required to report and pay their own taxes. The NAS Oceana Air Show is not responsible for reporting sales and/or paying sales tax on sales made during the Air Show for any vendor/concessionaire/exhibitor.
- For questions regarding Business Licenses and/or taxes, contact the Commissioner of Revenue, Dawn D. James at [Djames@vbgov.com](mailto:Djames@vbgov.com).

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**ALL VENDORS/CONCESSIONAIRES/EXHIBITORS WILL BE INSPECTED BY NEXCOM, PREVENTIVE MEDICINE AND FIRE DEPARTMENT PERSONNEL PRIOR TO OPENING.**

If there are any concerns with sanitation, safety or appearance of an operation, the vendor/concessionaire/exhibitor will be directed to address them prior to being approved for operation. If, in the view of the Air Show, the site appearance is not appropriate, vendor/concessionaire/exhibitor may be directed to close the operation and leave the flight line. In this instance, all fees will be forfeited.

Additional information about fire, safety and sanitation requirements and inspections.

[NAS Oceana Air Show Sanitation and Safety Information](#)

[Food Truck Safety Fact Sheet](#)

[Mobile Food Kitchen Prelim Inspection Report/Permit](#)

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## **Health Department**

All food vendors/concessionaires are required to have a Food Service (Preventive Medicine) inspection prior to opening. Any deficiencies will cause the vendor/concessionaire to delay opening until all violations have been corrected and a re-inspection performed. More information to follow on/about August 15, 2024.

### **Fire Department**

All food vendors/concessionaires are required to have a fire inspection prior to opening. Any deficiencies will cause the vendor/concessionaire to delay opening until all violations have been corrected and a re-inspection performed. More information to follow on/about August 15, 2024.

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### **Pre-Air Show Vendor/Concessionaire/Exhibitor Meeting**

There will be a mandatory pre-Air Show Vendor/Concessionaire/Exhibitor Meeting on Thursday, September 19, 2024, at 5:00 PM at the Air Show Vendor Operations center located on the NAS Oceana flight line. More information to follow on/about August 15, 2024.

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### **Air Show T-Shirts**

Air Show t-shirts will be available for purchase at the NEX official merchandise tents located on the flight line.

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