

Instructions for Completing the Individual Periodic Vendor or Festival Vendor Economic Loss Claim Form (Brown Form)

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1. Instructions for Submitting an Individual Periodic Vendor or Festival Vendor Economic Loss Claim

1. To make an **Individual Periodic Vendor or Festival Vendor Claim** under the Deepwater Horizon Economic and Property Damages Settlement Agreement (the "Settlement") for damages arising from the Deepwater Horizon Incident on April 20, 2010, (the "Spill"), you must complete and submit this Claim Form and all documentation required by the Settlement ("Supporting Documentation") to the Claims Administrator on or before **June 8, 2015**.

The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.

The **Individual Periodic Vendor or Festival Vendor Economic Loss Claim** is for individuals who regularly sell or provide the specific goods or services listed in Exhibit 8D, Attachment A of the Settlement Agreement, primarily to non-local consumers, do not maintain a fixed business location, and do not have sufficient tax documentation to support a Business Economic Loss Claim. If you pay taxes as a business taxpayer on the income on which your claim for losses is based, then do not use this Individual Periodic Vendor or Festival Vendor Economic Loss Claim Form (Brown Form), but instead use the Business Economic Loss Claim Form (Purple Form).
2. Do not use this Claim Form if you seek payment only for bodily injury arising from the Deepwater Horizon Incident. To get more information about the Medical Benefits Settlement and to determine whether you are eligible for benefits under that settlement, visit www.deepwaterhorizonsettlements.com or call 1-877-545-5111. For TTY assistance, call 1-800-877-8973.
3. If you have access to a computer with an internet connection, it will be far easier for you to fill out and submit your Claim Form online, rather than on this paper Claim Form. The online claim process will guide you through only the specific questions you need to answer, and will instruct you about the specific Supporting Documentation you must submit, based on the answers you enter as you go along. Go to www.deepwaterhorizonsettlements.com to submit a claim online.
4. If you choose to fill out a paper Claim Form, be sure to read the entire Claim Form and fill out every section needed to assert your claim, and also read Section 4 of this Instructions Booklet to find out what Supporting Documentation you have to submit along with your claim. If you need more space to answer any questions, put the answer on a separate page and attach it to your Claim Form.
5. As you complete your Claim Form and review the list of required Supporting Documentation, you may come across words that are unfamiliar to you. Section 2 of this Instructions Booklet defines many terms that are found in the Claim Form or in the Supporting Documentation descriptions. Consult these definitions if you need help understanding the meaning of a particular term.
6. Any term used in the Claim Form or in this Instructions Booklet that is defined in the Settlement Agreement will have the meaning set forth in the Settlement Agreement. If there is any conflict between the terms in the Settlement Agreement and the terms in the Claim Form or in this Instructions Booklet, the meaning set forth in the Settlement Agreement controls.
7. Submit your Claim Form and all required Supporting Documentation by sending it to the Claims Administrator in one of these ways:

Regular Mail: Deepwater Horizon Economic Claims Center P.O. Box 10272 Dublin, OH 43017-5772	Fax: (888) 524-1583
Overnight, Certified or Registered Mail: Deepwater Horizon Economic Claims Center c/o Claims Administrator 5151 Blazer Parkway Suite A Dublin, OH 43017	Email Attachment: ClaimForms@deepwaterhorizoneconomicsettlement.com

8. Your claim will be reviewed more quickly if you submit all of your Supporting Documentation along with your Claim Form. If you need to submit any Supporting Documentation separately, put your name and Tax Identification Number on a cover sheet or on the first page of what you submit, so the Claims Administrator can properly place the documents in your file.
8. If you have any questions about how to submit your claim, go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. Do not call the Court or any Judge's office to ask questions about how to complete this Claim Form, what documentation is required, or the status of your claim, in general.

2. Definitions

1.	Adjacent Business: A business that satisfies the Tourism Industry definition and is located on a parcel of property with a boundary within 100 yards of any location at which the Claimant made or arranged for Covered Sales.
2.	Adjacent Business Affiant: An owner or employee of an Adjacent Business.
3.	BP-branded Fuel Entities and Employees: BP-branded Fuel Entities and Employees are businesses that sell or market fuel under the BP brand and individuals who were employees from April 20, 2010, through April 16, 2012 of such businesses.
4.	Canceled Festival: A Festival that occurred at any time from May through December 2009 and was originally scheduled to occur at any time between May through December 2010, but was canceled after April 20, 2010 as a result of the Spill.
5.	Claimant Accounting Support Services: Reasonable and necessary accounting fees related to claims preparation, either directly to the claimant, or counsel if individually represented (and/or his or her or its accountant) and/or through services made available by and through Class Counsel.
6.	Compensation Period: The Compensation Period is selected by Individual Periodic Vendor claimants. It must include three or more consecutive months between May 2010 and December 2010. The Claims Administrator will compare the sales information from these months to the same months in 2009.
7.	<p>Covered Sales: Retail sales made during 2009 and 2010 of one or more of these food, souvenir, art, tourist-related or water-related goods and services, or substantially equivalent items:</p> <ul style="list-style-type: none"> (1) Peanuts (boiled or roasted) or Popcorn (2) Hot Dogs (3) Ice Cream (4) Snow Cones (5) Fresh Fish or Shellfish (6) Jams, Jellies, Preserves, and other Canned Fruit and Vegetables (7) Fruit (8) Snakes (9) Beads (10) Small Wood Carvings (such as Wood Clocks, Statues or Wall Hangings) (11) Shell Jewelry (12) Clothing specifically promoting the city, beaches or other tourism activities (such as sports teams, fishing, etc.) (13) Tattoos (14) Street Artists, including Caricaturists or Facepainters (15) Street Performers, including Mimes and Magicians (16) Hair-weaving and Braiding (does not include Hair Cutting or Hairdressing) (17) Shallow Water Divers in Specified Gulf Waters (18) Boat Repair Divers in Specified Gulf Waters (19) Swamp Boat and Air Boat Operators in Specified Gulf Waters (20) Parasail, Scuba, and Snorkel Teachers/Operators in Specified Gulf Waters
8.	Deepwater Diving: Diving in depths of more than 130 feet (40 meters).
9.	Defense Contractors/Subcontractors. Businesses and employers that derive in excess of at least 50% of their annual revenue from contracts with the United States Department of Defense and Individuals whose employer qualifies as a Defense Contractor.
10.	Economic Loss Zones A, B, C, and D: To determine your Economic Loss Zone location, go online to www.deepwaterhorizonsettlements.com , or call toll free at 1-800-353-1262.
11.	Effective Date: The date that the Settlement Agreement becomes effective, which is after the Court grants "final approval" of the Settlement Agreement and any appeals are resolved.

12.	<p>Festival: Event held in Economic Loss Zone A, B or C at any time during May through December 2009 and/or May through December 2010, which is included in this list or is substantially equivalent to the types of events in this list:</p> <ul style="list-style-type: none"> (1) Street Festivals or Fairs (excluding neighborhood block parties, garage sales, or flea markets) (2) Outdoor Art Exhibitions (excluding neighborhood block parties, garage sales, or flea markets) (3) Fishing Tournaments (4) Golf Tournaments (5) Boating Tournaments (6) Rodeos (7) 4-H Competitions (8) Major College or Professional Sports Events (excluding regular season games, local club, or K-12 school events) (9) Carnivals
13.	<p>Financial Institutions. This category of businesses and employers includes: commercial banks; savings institutions; credit card issuers; credit insurers; factors or other sales finance entities; financial or investment advisers or portfolio managers; fund managers; investment banking entities; lending institutions; real estate mortgage or lending entities; brokers or dealers of securities, commodities, commodity contracts or loans; securities or commodities exchanges; entities serving as custodians, fiduciaries or trustees of securities or other financial assets; or entities engaged in other financial transaction intermediation, processing, reserve or clearinghouse activities. The following are not excluded as financial institutions: standalone ATMs, credit unions, pawn shops, businesses engaged predominantly in making payday loans or paycheck advances and businesses that sell goods and services and offer financing on these purchases to their customers. A complete list of excluded Financial Institutions by NAICS code is available in Exhibit 18 of the Settlement Agreement.</p>
14.	<p>Funds, Financial Trusts, and Other Financial Vehicles: This category of business and employers includes by way of example: public-open end investment funds; investment funds; real estate investment trusts; REMICS; mutual funds; money market funds; derivatives; health and welfare funds; insurance funds; pension funds; financial trusts; and special purpose financial vehicles. The following are not excluded as Funds, Financial Trusts, and Other Financial Vehicles: successions, estates, testamentary trusts, trusts of Natural Persons, bankruptcy estates, limited liability companies, corporations, Sub-Chapter "S" corporations, partnerships, limited partnerships, joint ventures, and any other businesses or juridical Entities, shall not be excluded as Funds, Financial Trusts, and Other Financial Vehicles solely by reason of their form of legal or juridical structure or organization. A complete list of excluded Funds, Financial Trusts and Other Financial Vehicles by NAICS code is available in Exhibit 18 of the Settlement Agreement.</p>
15.	<p>Gaming Entity: This category of business and employers includes by way of example: casinos; casino hotels; off-track betting parlors; racetracks and other gambling establishments. The following are not excluded as Gaming Entities: bingo parlors; and video gaming at bars, bingo parlors, hotels, off-track betting parlors, racetracks, restaurants and truck stops. A complete list of excluded Gaming Entities by NAICS code is available in Exhibit 18 of the Settlement Agreement.</p>
16.	<p>Incompetent Class Member: A Natural Person who lacks the capacity to enter into a contract on his or her behalf at the time of a Claims Form submission to the Claims Administrator, in accordance with the state laws of that person's domicile as applied to adult capacity issues, whether through power of attorney, agency documents, guardianship, conservatorship, tutorship, or otherwise.</p>
17.	<p>Insurance Entities: This category of business and employers includes by way of example: insurance carriers issuing disability, health, life, medical, property and casualty, title or other insurance; reinsurers; insurance agencies and brokerages; underwriting agencies or organizations; claims adjusters and processors; third-party insurance or fund administrators; or other insurance-related businesses. A complete list of excluded Insurance Entities by NAICS code is available in Exhibit 18 of the Settlement Agreement.</p>
18.	<p>Minor Class Member: A Natural Person whose age is below that of the majority rule for the state in which the minor resides at the time of a Claim Form submission to the Claims Administrator.</p>
19.	<p>Moratoria Loss. This category includes any loss whatsoever caused by or resulting from federal regulatory action or inaction directed at offshore oil industry activity --including shallow water and deepwater activity -- that occurred after May 28, 2010, including the federal moratoria on offshore permitting and drilling activities imposed on May 28, 2010 and July 12, 2010 and new or revised safety rules, regulations, inspections or permitting practices. Claims of Natural Persons and Entities for Moratoria Losses shall be subject to a special review for the evaluation of economic loss claims for potential moratoria losses. All Natural Persons and Entities are barred from recovery for Moratoria Losses. A complete list of Industry Types Subject to Review by Claims Administrator for Potential Moratoria Losses is available in Exhibit 19 of the Settlement Agreement.</p>

20.	Natural Person: A human being; Includes the estate of a human being who died on or after April 20, 2010. For purposes of the Settlement, a Natural Person that is the estate of a human being who died on or after April 20, 2010, a Minor Class Member or Incompetent Class Member, shall be deemed to act through his, her or its Representative.
21.	Oil and Gas Industry: This category of business and employers includes firms engaged in the following activities, by way of example: extracting crude petroleum, natural gas or other hydrocarbons; drilling wells; preparing, maintaining or constructing petroleum or natural gas well-sites or other mineral extraction sites; mining; maintaining or constructing petroleum or natural gas pipeline or distribution facilities; pipeline distribution of crude petroleum, refined petroleum, oil or natural gas; petroleum or natural gas refining or other mineral refining and/or manufacturing; manufacturing petroleum lubricating oil and grease, petrochemical products, or other petroleum and coal products or chemical products derived from extracted minerals; merchant wholesaling of construction and mining (except oil well) machinery and equipment; wholesale distribution of oil well machinery, equipment and supplies; wholesale distribution of petroleum, petroleum products, other extracted minerals, chemical products produced from extracted or refined minerals, petroleum bulk stations and terminals, petroleum and petroleum products merchant wholesalers. A complete list of excluded Oil and Gas Industry entities by NAICS code is available in Exhibit 17 of the Settlement Agreement.
22.	Real Estate Developers: This category of business and employers includes any Natural Person or Entity that develops commercial, residential or industrial properties, including but is not limited to: any Entity developing an entire subdivision (as defined by the law of the state in which the parcel is located) of Real Property, including condominiums with multiple residential units and/or a residential subdivision with contiguous home sites and homes.
23.	Replacement Festival: Includes any organized street Festival, tournament or major sporting event, outdoor art exhibition, carnival or other similar event, regardless of where the event was held, in which the Claimant participated between May and December 2010 in lieu of a Canceled Festival.
24.	Representative: If a claimant is a Minor or Incompetent, the Representative is the legal guardian of the claimant. If the claimant is deceased, the Representative is the duly authorized legal representative of the claimant's estate.
25.	Specified Gulf Waters: The U.S. waters of the Gulf of Mexico and all adjacent bays, estuaries, straits, and other tidal or brackish waters within the Gulf Coast Areas, as specifically shown and described in Exhibit 23 of the Settlement. You may find a version of the Exhibit 23 map in Section 6 of this Instructions Booklet.
26.	Tourism: Tourism means businesses which provide services such as attracting, transporting, accommodating or catering to the needs or wants of persons traveling to, or staying in, places outside their home community. To determine if your business falls within the Tourism Definition, or go online to www.deepwaterhorizonsettlements.com , call toll free at 1-800-353-1262.
27.	Work on an Oil Rig: Selling goods or providing services on an offshore Oil Rig or Oil Platform.

3. Detailed Instructions for Answering Individual Periodic Vendor or Festival Vendor Claim Form Questions

The following instructions will take you step-by-step through the Individual Periodic Vendor or Festival Vendor Claim Form. The sections and numbers in these instructions refer to the same sections and numbers in the Claim Form.

The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.

A. Claimant Information

If you are completing this Claim Form on your own behalf, provide your personal information in this section. If you are completing this Claim Form on behalf of the claimant, fill in the claimant's information.

1.	Name of Natural Person	Print your last name, first name, and middle initial in the appropriate boxes.
2.	Social Security Number <i>or</i> Individual Taxpayer Identification Number	Provide your SSN or ITIN by putting one digit in each space. There are nine spaces provided in the format: XXX-XX-XXXX.
3.	Claimant Number	<p>If you filed a claim with the GCCF, your GCCF Claimant Number will also be your Claimant Number in the Deepwater Horizon Settlement Program. If you did not file a claim with the GCCF, you will receive a new nine-digit Claimant Number when you file your initial Registration Form with the Deepwater Horizon Settlement Program.</p> <p>If you filed a claim with the GCCF, check the box next to "GCCF Claimant Number" and write your seven-digit Claimant Number in the spaces provided. Write one number in each space.</p> <p>If you already have a Deepwater Horizon Settlement Program Claimant Number, check the box next to "Deepwater Horizon Settlement Program Claimant Number" and write your nine-digit Claimant Number in the spaces provided. Write one number in each space.</p> <p>If you do not already have a Deepwater Horizon Settlement Program Claimant Number and you did not file a claim with the GCCF, leave this question blank.</p>
4.	Excluded Claims	<p>You must determine if any of the following descriptions apply to your claimed losses:</p> <ul style="list-style-type: none"> (a) Financial Institution. (b) A fund, financial trust, or other financial vehicle. (c) Gaming. (d) Insurance. (e) Oil and gas industry. (f) Defense contractor or subcontractor. (g) Real estate development. (h) Selling or marketing BP-branded fuel at anytime from April 20, 2010, through April 16, 2012. (i) Deepwater Diving (j) Work on an Oil Rig <p>If any of those above descriptions apply, then you must check the box next to the applicable description.</p> <p>If you check the box next to any of those descriptions, you may not file an Individual Periodic Vendor or Festival Vendor claim for that loss.</p>

B. Information Required for an Individual Periodic Vendor or Festival Vendor Claim

1.	Goods or Services	<p>Choose all of the goods or services that you sold during 2009 and/or 2010 and are claiming lost sales for. You may select as many as apply to you.</p> <p>The goods and services are divided into three categories: Food, Souvenirs and Other Items, and Services. If you are claiming a water-based service listed in Section C, you must have performed that service in the portions of the Gulf recognized as Specified Gulf Waters. See the Definitions section for more information on this requirement.</p> <p>If you are claiming for a good or service that is not specifically listed in these three categories, but is a similar good or service, choose "Other Similar Item/Service" and describe the item(s) or service(s) you sell.</p>
2.	Employment	<p>If you were employed by another person in connection with making these Covered Sales, check "Yes." If you check "Yes," you are not eligible for an Individual Periodic Vendor or Festival Vendor Economic Loss claim, but you may be eligible for an Individual Economic Loss claim.</p> <p>If you were not employed by another person in connection with making these covered Sales, check "No."</p>
3.	Required Licenses	<p>If selling or providing the good or service required a government-issued license or permit, you must have held that license or permit during the time you sold or provided the good or service. Not all Covered Sales items may require a license or permit. (Upon agreement by the Parties, the Claims Administrator removed this document requirement on 9/17/12.)</p> <p>For each good or service you selected in Question B.1, write the good or service on the line after "Covered Sales Item X," and answer whether or not you held a license in 2009 and 2010 to sell that good or provide that service. If you held a license during that time period, check "Yes." If you did not hold a license during that time period, check "No."</p> <p>If you sold more than three goods or services in 2009 and 2010, put the additional license information on a separate page and attach it to the Claim Form.</p>
3.	Vendor Type	<p>Select whether you are filing as an Individual Periodic Vendor, a Festival Vendor, or both. If you only sold your goods or services at Festivals, check "Festival Vendor."</p> <p>If you did not sell your goods or services at Festivals, check "Individual Periodic Vendor."</p> <p>If you sold your goods or services at Festivals and locations not defined as Festivals, check "Individual Periodic Vendor" and "Festival Vendor."</p>

C. Individual Periodic Vendor Information

1.	Business Location	<p>If you had a permanent business location in a building where you made the claimed Covered Sales, check "Yes." If you check "Yes," you are not eligible for an Individual Periodic Vendor claim, but you may be eligible for a Business Economic Loss claim.</p> <p>If you did not have a permanent business location in a building where you made the claimed Covered Sales, check "No."</p>
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2.	Sales Location(s)	<p>Provide each location where you made the claimed Covered Sales in 2009 and/or 2010. Provide the exact address where available and note the item(s) sold at that location underneath "Covered Sales Item(s)." If you sold goods in 2009 or 2010 in more than five locations, provide information for the additional locations on a separate page and attach it to the Claim Form.</p> <p>You must provide more information about each of these locations in the Individual Periodic Vendor Sworn Statement, which is a required document outlined in Section 4 of this Instructions Booklet. If a location for which you are claiming lost sales is in Economic Loss Zone C, you must submit additional documents, as outlined in Section 4 of this Instructions Booklet. If you are unsure whether any of your claimed sales locations are in Economic Loss Zone C, go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262.</p>
3.	Compensation Period	<p>The Compensation Period is the time period after the Spill that you choose to establish your post-Spill earnings. Choose at least three consecutive months from May 2010 through December 2010. You must select <i>consecutive</i> months (i.e., May, June and July but not August, October, November). The Claims Administrator will compare the sales information from these months to the same months in 2009.</p> <p>If you want the Claims Administrator to select the best Compensation Period for your claim, select "Claims Administrator Selected Compensation Period."</p>

D. Festival Vendor Information

1.	Festival Types	<p>Choose the type(s) of Festivals where you made sales. You may choose more than one Festival Type.</p> <p>If the event you sold goods or services at is not listed, but is similar to those listed, choose "Other Similar Event" and describe the event.</p> <p>If the event(s) you sold goods or services at is not listed and is not similar, you are not eligible for a Festival Vendor claim for that Festival. You may be eligible for other Festivals.</p>
2.	Festival Information	<p>For Festival Name, provide the name of each Festival that you attended in 2009 and/or 2010 and you are claiming lost sales for. For 2009 Date(s), provide the date or date range of the Festival if you attended the Festival in 2009. For 2010 Date(s), provide the date or date range of the Festival if you attended the Festival in 2010 or planned to attend it but it was canceled. For Cancellation Status, choose whether or not the Festival was canceled in 2010. If you have more than five Festivals for which you are claiming losses, put the additional Festival information on a separate page and attach it to the Claim Form.</p> <p>You must provide more information about each of these Festivals in the Festival Vendor Sworn Statement, which is a required document outlined in Section 4 of this Instructions Booklet. If a Festival for which you are claiming losses is in Economic Loss Zone C, you must submit additional information, as outlined in Section 4 of this Instructions Booklet. If you are unsure whether any of your claimed Festival locations are in Economic Loss Zone C, go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262.</p>
3.	Replacement Festivals	<p>If you planned to make sales at a Canceled Festival and made sales at a different Festival instead of at the Canceled Festival, check "Yes."</p> <p>If you did not plan to make sales at a Canceled Festival or did plan to make sales at a Canceled Festival but did not make sales at a different Festival instead of the Canceled Festival, check "No."</p>

E. Documentation Required for an Individual Periodic Vendor or Festival Vendor Economic Loss Claim

You are required to submit Supporting Documentation with your Claim Form. The documentation requirements can be found in Section 4 of this Instructions Booklet. If you do not submit these documents, the Claims Administrator will not be able to review your claim and you may not be compensated for any losses.

F. Payment

1.	If You Have Your Own Attorney	Only answer Question F.1 if you have your own attorney. If an attorney is representing you in connection with your Spill-related lawsuit or claim, the Claims Administrator will make payments to both you and your attorney. If you agree to this, you do not need to do anything. If you would rather the Claims Administrator make payments only to your attorney, check the box.
2.	If You Do Not Have Your Own Attorney	If you are not represented by an attorney, you must read Item 2 carefully.
3.	Garnishments, Liens, and other Attachments	Garnishments, liens and other attachments to your claim will be deducted from any payment you receive.
4.	W-9 Form Requirement	All claimants must submit a W-9 Form. To obtain a copy of that form, go to www.deepwaterhorizonsettlements.com , or by calling 1-800-353-1262.
5.	Do you intend to seek reimbursement for Claimant Accounting Support Services in connection with your claim?	<p>Check "Yes" if you intend to seek reimbursement for Claimant Accounting Support Services in connection with your claim. If you check "Yes," you must submit the documents listed in Section 4.E of this Instructions Booklet.</p> <p>Check "No" if you do not intend to seek reimbursement for Claimant Accounting Support Services.</p>

4. Documentation Required for an Individual Periodic Vendor or Festival Vendor Economic Loss Claim

Review the claimant categories below and find the sections that best fit the answers you provided on your Claim Form. The documents listed in the applicable sections are required for an evaluation of your claim. You may use the checkboxes next to the document descriptions to keep track of what you need to submit.

Claimant Categories

- A. Documents Required of all Individual Periodic Vendor and Festival Vendor Claimants.** All claimants must submit the documents in this section.
- B. Documents Required of all Individual Periodic Vendor Claimants Only.** Individual Periodic Vendor claimants must submit the documents in this section in addition to the documents listed in Section A.
- C. Documents Required of all Festival Vendor Claimants Only.** Festival Vendor claimants must submit the documents in this section in addition to the documents listed in Section A.
- D. Documents Required of Claimants Alleging Lost Sales in Economic Loss Zone C.** Individual Periodic Vendor and Festival Vendor claimants alleging lost sales in Economic Loss Zone C must submit the documents in this section in addition to any other required documents listed in Sections A through C. If you are unsure whether any of your claimed sales locations are in Economic Loss Zone C, go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262.
- E. Documents Required for Claimants Seeking Reimbursement for Claimant Accounting Support Services.** If you check "Yes" for Question F.5 because you are seeking reimbursement for Claimant Accounting Support Services, you must submit the documents listed in Section E in addition to any other required documents listed in Sections A through D.

A. Documents Required of all Individual Periodic Vendor and Festival Vendor Claimants

You must submit all of the documentation listed in this section. You may use the checkbox next to the document description to keep track of what you need to submit.

~~(1) Proof of Identity.~~ Provide one of the following:

- ~~(a) Driver's License or Government-Issued ID~~
- ~~(b) Social Security Card~~
- ~~(c) Temporary Worker Visa~~
- ~~(d) Green Card~~

(Upon agreement by the Parties, the Claims Administrator removed this document requirement on 9/17/12.)

~~(2) Proof of Age.~~ Provide one of the following to prove you were at least 16 years of age on April 20, 2010:

- ~~(a) Driver's License~~
- ~~(b) Passport~~
- ~~(c) Certified Copy of Birth Certificate~~

(Upon agreement by the Parties, the Claims Administrator removed this document requirement on 9/17/12.)

<input type="checkbox"/>	<p>(3) Proof of Sales. Provide documents showing the sales of authorized goods and/or services (“Covered Sales”) you made from May through December 2009 and May through December 2010. The documents must include all information regarding any revenues and expenses for those time periods, provided by the month the revenue or expense occurred in if you are able to. Such documentation could include, but is not limited to, the following documents:</p> <p>(a) Sales logs, sales tax receipts, cash receipts registers, credit card registers, bank statements or other contemporaneous records;</p> <p>(b) Receipts from third-party vendors or other sources related to the purchase of materials or equipment related to the Covered Sales; and/or</p> <p>(c) Documents establishing any wages paid to employees or amounts paid to other individuals who assisted in making the Covered Sales, or any other expenses incurred in connection with the Covered Sales.</p>
<input type="checkbox"/>	<p>(4) Required Permits or Licenses. If the state or federal government requires a license to do business for the sales of the good(s) and/or service(s) claimed, such as a business license, vendor’s license, peddler’s license, commercial/recreational fishing license, occupational license, or sales tax license, you must submit a copy of that license. If you cannot provide a copy of the license, a canceled check for the purchase of the license or an affidavit from the government body who issues the license verifying the existence of your license may suffice.</p> <p>(Upon agreement by the Parties, the Claims Administrator removed this document requirement on 9/17/12.)</p>
<input type="checkbox"/>	<p>(5) Employee Information. If you employed another person in 2009 or 2010 to help you sell your goods or services, provide documents identifying the name, address and telephone number of that person.</p>
<input type="checkbox"/>	<p>(6) W-9 Form. To obtain a copy of your W-9 Form, go to www.deepwaterhorizonsettlements.com, or by calling 1-800-353-1262. If you are making multiple claims under the Settlement, you only need to submit the W-9 Form once.</p>

B. Documents Required of all Individual Periodic Vendor Claimants Only

Only submit the documents in this section if you are an Individual Periodic Vendor. You do not need to submit these documents if you are a Festival Vendor.

<input type="checkbox"/>	<p>(1) Sales Information. Provide photographs and other documentation (including but not limited to news articles, sales flyers or advertisements) reflecting the type of goods and/or services sold, the location where you made the Covered Sales, the prices charged and/or other product information, and your biographical or other background information. For the provided photographs, you must also list the date(s) of each and the locations depicted. If you cannot provide an exact date, provide the month, or range of months, and year.</p>
<input type="checkbox"/>	<p>(2) Total Earned Income. Provide documents establishing your total earned income (net of all variable expenses) from your sales for May through December 2009 and May through December 2010, providing each month’s income if you are able to.</p>
<input type="checkbox"/>	<p>(3) Individual Periodic Vendor Sworn Written Statement. Provide a Sworn Written Statement that describes your sales and verifies certain information. To obtain a copy of the Individual Periodic Vendor Sworn Written Statement (SWS-13), go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. You do not have to use this form, but it may help to make sure you submit the necessary information in your statement. In the statement, you must:</p> <p>(a) Verify that you are unable to provide sufficient tax documentation to support a Business Economic Loss Claim;</p> <p>(b) Describe the Covered Sales you engage(d) in, including a description of the goods and/or services sold;</p> <p>(c) Verify that you have attached copies of all required licenses or provide a reason why no such license(s) were required;</p> <p>(d) Provide the name, address, telephone number and a brief description of at least one business satisfying the Tourism definition (see Section 3 of this Instructions Booklet) located on a parcel of property with a boundary within 100 yards of any location where you made or arranged to make sales (“Adjacent Business”). You must also provide a description of any cash or in-kind payments you made in 2009, 2010 and/or 2011 to an Adjacent Business in consideration of that Adjacent Business permitting or facilitating your Covered Sales, or</p>

	<p>verification that you made no such payments. If no such Adjacent Business exists, you must state that fact.</p> <p>(e) Provide an explanation of why your reduction in net earnings from Covered Sales from May through December 2010 compared to prior periods was due to or resulted from the Spill; and</p> <p>(f) Verify that you have submitted all available documentation regarding revenue and expenses related to the Covered Sales during the periods of May – December 2009 and May – December 2010.</p> <p>(1) If you are not able to provide documents demonstrating the revenue associated with the Covered Sales, estimate the Covered Sales revenues in each of Economic Loss Zone A, B or C for both May through December 2009 and May through December 2010 and explain the basis for the estimates provided (e.g. "Sold ___ bags of peanuts at ___ per unit."). If documentation exists in support of the estimate, provide a copy.</p> <p>(2) If you are not able to provide documents demonstrating the expenses associated with the Covered Sales, provide (i) a description of any materials purchased in connection with making the Covered Sales, including the name and address of the provider of the materials and the estimated costs of such materials in total and/or for each good or service sold; (ii) an estimate of any wages paid to employees or amounts paid to other individuals who assisted in making the Covered Sales and an identification of the period to which such payments relate; and (iii) a description and estimate of any other expenses incurred in connection with the Covered Sales.</p>
<input type="checkbox"/>	<p>(4) Adjacent Business Affiant Sworn Written Statement. If you identified an Adjacent Business as described above in Requirement C (4), you must provide a sworn written statement from an owner or employee of that Adjacent Business ("Adjacent Business Affiant"). If you made Covered Sales in multiple locations and you wish to rely on all of those sales, you must submit an Adjacent Business Sworn Written Statement with respect to each such location. To obtain a copy of the Adjacent Business Affiant Sworn Written Statement (SWS-14), go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. You do not have to use this form, but it may help to make sure you submit the necessary information in your statement. In the statement, the Adjacent Business Affiant must:</p> <p>(a) Provide his or her name, address, telephone number, and relationship to the Adjacent Business;</p> <p>(b) Provide the business name, address(es), telephone number(s), and website(s) of the Adjacent Business, and a description of the nature of the business;</p> <p>(c) Provide a description of any cash or other payments made by the Claimant in 2009, 2010 and/or 2011 to the Adjacent Business in consideration of the Adjacent Business permitting or facilitating the Claimant's Covered Sales; and</p> <p>(d) Provide the dates and other information regarding the Claimant's Covered Sales that the Adjacent Business Affiant witnessed – e.g., "I observed the Claimant selling ___ (type of goods or services) at ___ (location) during approximately ___ (number of days or weeks) days/weeks during ___ (time period before April 20, 2010) and I observed the Claimant selling ___ (types of goods or services) at ___ (location) during approximately ___ (number of days or weeks) days/weeks during (time period after April 20, 2010)."</p>

C. Documents Required of all Festival Vendor Claimants Only

Only submit the documents in this section if you are Festival Vendor. You do not need to submit these documents if you are an Individual Periodic Vendor.

(1) Festival Participation Records. Provide documents showing participation in any and all Festivals during the period of May through December 2009 and May through December 2010, and all Replacement Festivals from May through December 2010, if applicable. Such documents may include:

- (a) Records of payments you made to participate in each Festival or Replacement Festival, if applicable; and
- (b) Entry forms, registration forms, or other documents showing booth or stall assignments, if applicable.

(2) Canceled Festival Records. If you intended to participate in a Festival, but it was canceled, you must submit all of the following:

- (a) Documents identifying the Canceled Festival and showing your intent to participate in the Festival. Such documents may include records of payment you made to participate in each Festival and returned due to the cancellation, entry or registration forms, or other documents showing booth or stall assignments;
- (b) Any documents notifying you of the cancellation; and
- (c) Documents identifying any Replacement Festival in which you participated, or state that you did not participate in any Replacement Festivals.

(3) Festival Vendor Sworn Written Statement. Provide a Sworn Written Statement that describes your sales and verifies certain information. To obtain a copy of the Festival Vendor Sworn Written Statement (SWS-15), go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. You do not have to use this form, but it may help to make sure you submit the necessary information in your statement. In the statement, you must:

- (a) Verify that you are unable to provide sufficient tax documentation to support a Business Economic Loss Claim;
- (b) Describe the Covered Sales you engage(d) in, including a description of the goods and/or services sold;
- (c) Verify that you have attached copies of all required licenses or provide a reason why no such license(s) were required;
- (d) Verify that you have submitted all available documentation regarding revenue and expenses related to the Covered Sales during the periods of May – December 2009 and May – December 2010;
 - (1) If you are not able to provide documents demonstrating the revenue associated with the Covered Sales, estimate the Covered Sales revenues in each of Economic Loss Zone A, B or C for both May through December 2009 and May through December 2010 and explain the basis for the estimates provided (e.g. "Sold ___ bags of peanuts at ___ per unit."). If documentation exists in support of the estimate, provide a copy.
 - (2) If you are not able to provide documents demonstrating the expenses associated with the Covered Sales, provide (i) a description of any materials purchased in connection with making the Covered Sales, including the name and address of the provider of the materials and the estimated costs of such materials in total and/or for each good or service sold; (ii) an estimate of any wages paid to employees or amounts paid to other individuals who assisted in making the Covered Sales and an identification of the period to which such payments relate; and (iii) a description and estimate of any other expenses incurred in connection with the Covered Sales.
- (e) Provide an explanation of why your reduction in net earnings from Covered Sales from May through December 2010 compared to prior periods was due to or resulted from the Spill;
- (f) Provide an explanation of why any Festivals were canceled in 2010 due to or resulting from the Spill; and
- (g) Provide a list of each Festival and Replacement Festival in which you participated as a vendor in 2009 and 2010, and each Canceled Festival that you intended to participate in, including the following information:
 - (1) The name, date(s) and location(s) of each Festival and Replacement Festival, and name, date(s) and planned locations(s) of each Canceled Festival;
 - (2) The name, address, business telephone number, and a brief description of any sponsor or organizer of each Festival, Replacement Festival, and Canceled Festival; and
 - (3) For each Festival or Replacement Festival, a statement providing all booth or stall assignments, records of any payments made to participate, and sales tax receipts obtained in connection with your participation.



<input type="checkbox"/>	<p>(4) Festival Coordinator Sworn Written Statement. Provide a Sworn Written Statement from an individual representing the entity or committee responsible for organizing the Festival (“Festival Coordinator”) for each Festival, Canceled Festival, and Replacement Festival for which a loss is claimed. To obtain a copy of the Festival Coordinator Sworn Written Statement (SWS-16), go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. You do not have to use this form, but it may help to make sure you submit the necessary information in your statement. In the statement, the Festival Coordinator must:</p> <ul style="list-style-type: none"> (a) Provide his or her name, address, and telephone number; (b) Provide the name, date and location of each Festival or Replacement Festival for which the affiant served as Festival Coordinator and in which the Claimant applied to participate; (c) Provide the name, address, and business telephone number of any sponsor or organizer of each Festival, Canceled Festival, or Replacement Festival; (d) Provide the name of the Festival or Replacement Festival for which you submitted an application and paid a deposit or fee and either participated or did not participate because the Festival was canceled (If the Festival Coordinator provides the information regarding Canceled Festival (canceled after April 20, 2010) for which you did not submit an application and/or did not pay a deposit or fee, the Festival Coordinator need only provide the requested information regarding your participation in the same Festival in prior years, as well as any information available to the Festival Coordinator regarding your expected participation in the Canceled Festival); (e) Provide copies of any application or record of deposit or fee or notice of cancellation indentified above; (f) Provide copies of any applicable permits required to hold any Festival; and (g) Provide attendance data (or an estimate of such data) for each Festival in which you participated and, if the same Festival was held in a prior year, the attendance data from the nearest prior year or period prior to the Spill.
<input type="checkbox"/>	<p>(5) Sponsor Sworn Written Statement. If no Festival Coordinator is available, you must submit a Sworn Written Statement from another person, who is not a relative, who has personal knowledge of your participation in a Festival or non-participation in a Canceled Festival (“Sponsor”). Examples of such a person include, but are not limited to, a customer, a fellow Festival vendor, or an operator of a business located within 100 feet of your sales location at the Festival. To obtain a copy of the Sponsor Sworn Written Statement (SWS-17), go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. You do not have to use this form, but it may help to make sure you submit the necessary information in your statement. In the statement, the Sponsor must:</p> <ul style="list-style-type: none"> (a) Provide his or her name, address, telephone number and e-mail address (if applicable); (b) Describe the basis for his or her personal knowledge of these details; (c) Describe the Festival or Canceled Festival; (d) Provide information regarding your participation in the Festival or Canceled Festival, including date(s), location(s) and the description of the goods and/or services sold, if applicable; and (e) If a Canceled Festival, provide information regarding how the cancellation was due to or resulting from the Spill.

D. Documents Required of Claimants Alleging Lost Sales in Economic Loss Zone C

Only submit the documents in this section if you are alleging that you lost sales in Economic Loss Zone C. If you are unsure whether any of your claimed sales locations are in Economic Loss Zone C, go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262.

(1) Individual Periodic Vendors Alleging Lost Sales in Economic Loss Zone C. If you identified yourself as an Individual Periodic Vendor in Question B.4 of the Claim Form and if you are alleging lost sales in Economic Loss Zone C, you must provide the following:

- (a) Documents establishing a decline of 5% or more in net earnings from Covered Sales in Economic Loss Zone C during your selected period of three consecutive months or more during May – December 2010 compared to the same three or more consecutive month period in 2009. If you do not have such documents, you may submit a statement from an Adjacent Business that the Adjacent Business experienced a decline in sales to non-local consumers during May – December 2010 compared to the same period in 2009, which was due to or resulting from the Spill; and
- (b) Any available documents showing that you made Covered Sales to non-local consumers in each period, such as receipts reflecting purchasers' addresses, and/or documentation establishing that the Covered Sales were made on an interstate highway or other highway in Economic Loss Zone C or in an area generally visited by Tourists such as a museum, zoo, or historic site.

(2) Festival Vendors Alleging Lost Sales in Economic Loss Zone C. If you identified yourself as a Festival Vendor in Question B.4 of the Claim Form and if you are alleging lost sales in Economic Loss Zone C, you must provide additional information on the Festival Coordinator Sworn Written Statement. To obtain a copy of the Festival Coordinator Sworn Written Statement (SWS-16), go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. You do not have to use this form, but it may help to make sure you submit the necessary information in your statement. In addition providing the information listed in Section C(4) above, the Festival Coordinator must:

- (a) Verify that the Festival experienced a decline in attendance compared to either the prior year or projected attendance, or was canceled due to or resulting from the Spill;
- (b) Provide a description of the reasons for the cancellation or the amount of decline, and the Festival Coordinator's basis for such statements; and
- (c) Verify that the Festival Coordinator believes that the decline in attendance or cancellation was due to or resulting from the Spill.

E. Documents Required for Claimants Seeking Reimbursement for Claimant Accounting Support Services

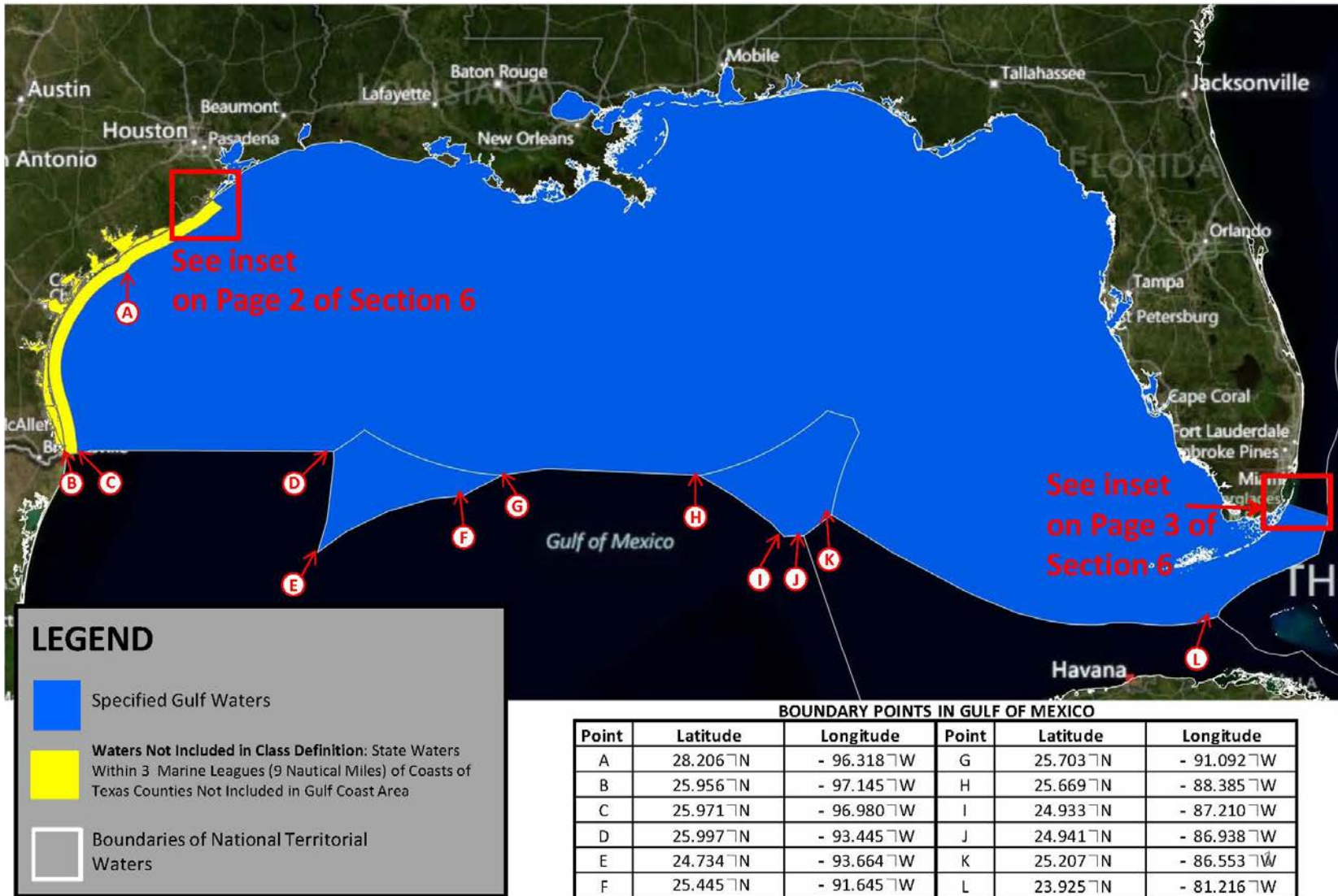
If you are seeking reimbursement for Claimant Accounting Support Services, you must submit the documents below in addition to the documentation you are providing under one or more of the sections above.

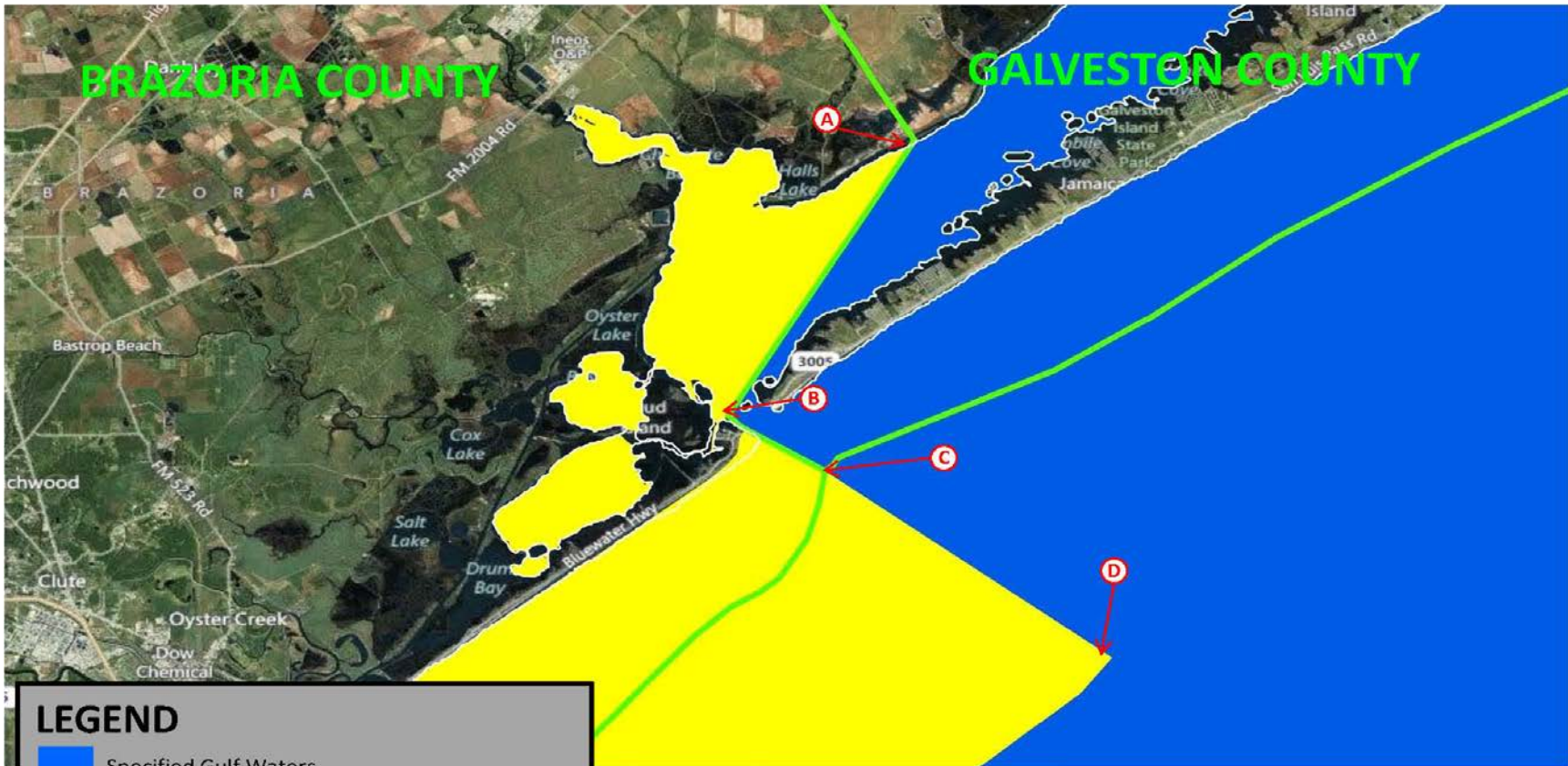
(1) Claimant Accounting Support Sworn Written Statement. To obtain a copy of the Claimant Accounting Support Sworn Written Statement (SWS-38), go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262.

(2) Accountant Time Sheet. Time sheet prepared by your accountant itemizing the following to establish the reasonableness of the Claimant Accounting Support Services fees:

- (a) Date;
- (b) Person performing the work; and
- (c) Billing rate of the person performing the work.

6. Maps of Specified Gulf Waters





LEGEND

- Specified Gulf Waters
- Waters Not Included in Class Definition: State Waters Within 3 Marine Leagues (9 Nautical Miles) of Coasts of Texas Counties Not Included in Gulf Coast Area
- Boundaries of National Territorial Waters
- County Boundaries

BOUNDARY POINTS

Point	Latitude	Longitude
A	29.197° N	-95.057° W
B	29.086° N	-95.130° W
C	29.063° N	-95.092° W
D	28.986° N	-94.978° W



LEGEND

- Specified Gulf Waters
- Waters Not Included in Class Definition: State Waters Within 3 Marine Leagues (9 Nautical Miles) of Coasts of Texas Counties Not Included in Gulf Coast Area
- Boundaries of National Territorial Waters
- County Boundaries

BOUNDARY POINTS

Point	Latitude	Longitude
A	25.306° N	-80.372° W
B	25.354° N	-80.265° W
C	25.342° N	-80.251° W
D	25.314° N	-80.150° W
E	25.184° N	-79.692° W