



# 2018 Application

(Electrical form must be returned and completed for application approval)

Vendor Name: \_\_\_\_\_ SS# for Fed. ID #: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Festival Year: 2018

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The above information **MUST BE** fully completed. Incomplete applications **WILL NOT** be processed.

### Spaces and Fees:

**-Cash -Certified Checks -Cashier's Checks -Money Order**

(All checks and money orders should be made payable to the **Portsmouth City Treasurer**)

Neither business nor personal checks **WILL** be accepted.

Retail	Fees	After April 20	Concessionaires	Fees	After April 20
___ 1 Space	\$450	\$550	___ 1 Space	\$600	\$700
___ 2 Spaces	\$850	\$950	___ 2 Spaces	\$1,000	\$1,200
___ 3 Spaces	\$1,300	\$1,500	___ 3 Spaces	\$1,700	\$1,900

**SPACE SIZE:** Retail 10' X 10' (Provided and included in fee) – Concessionaire 15' X 15' (Chairs and tables are not provided. If more than 15' X 15' additional space is needed and must be purchased. Concessionaires must provide menu and price list.

Total amount included with application is: \$ \_\_\_\_\_ (Make payable to: **Portsmouth City Treasurer**)

Please print legibly. List all the wares or food items you wish to sell: (Photos requested).

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

I/We agree to comply with all of the rules and regulations governing the Portsmouth Umoja Festival. Submission of the application and signature shall be deemed a release of the City of Portsmouth from any damages or loss of property.

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

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

### Mail Application to the Attention of:

**Margaret Thorne**  
Department of Parks, Recreation & Leisure Services  
801 Crawford Street  
Portsmouth, VA 23704  
For more information, call **(757) 393 8481**

