



2019 Application

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

Vendor Name: _____ SS# for Fed. ID #: _____

Phone #: () _____ Business Name: _____

Email Address _____

Address: _____ Festival Year: 2019

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 19	Concessionaires	Fees	After April 19
___ 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:

Tony E. Colden

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

