



2017 Application

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

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

Phone #: () _____ Business Name: _____

Address: _____ Festival Year: **2017**

City: _____ State: _____ Zip: _____

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

Spaces and Fees:

- Cash • Certified Checks • Cashiers Checks • Money Orders

(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 21 | Concessionaires | FEES | After April 21 |
|-----------------------------------|-------------|-----------------------|-----------------------------------|-------------|-----------------------|
| <input type="checkbox"/> 1 Space | \$450 | \$550 | <input type="checkbox"/> 1 Space | \$600 | \$700 |
| <input type="checkbox"/> 2 Spaces | \$850 | \$950 | <input type="checkbox"/> 2 Spaces | \$1,000 | \$1,200 |
| <input type="checkbox"/> 3 Spaces | \$1,300 | \$1,500 | <input type="checkbox"/> 3 Spaces | \$1,700 | \$1,900 |

SPACE SIZE: Retail 10' X10' (Provided and included in fee) • Concessionaire 15' X15' (Chairs and tables are not provided. If more than 15' X15' 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**

