



Concessionaire & Vendor Information

Registration Deadlines & Regulations

Festival Date, Time

Friday, May 27: 5:30 p.m. – 7:30 p.m.
Saturday, May 28: Noon – 11 p.m.
Sunday, May 29: 2:00 p.m. – 6 p.m.

Fees & Deadlines

Retail Vendor Fee: \$500 (includes 10x10 Tent)
(\$600 after May 6, 2022)
Concessionaire Fee: \$650
(\$750 after May 6, 2022)
(15x15 space or larger, you must purchase additional space)
Business License Fee: \$50
(Due separately when application is submitted)

Methods of Payment

Cash – Certified Checks – Cashier's Checks – Money Orders (ONLY)

(All cashier's checks and money orders should be made payable to: **Portsmouth City Treasurer**)

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

Note:

All fees are payable to the **Portsmouth City Treasurer** when the application is submitted. Submission does not guarantee acceptance. Upon acceptance, a letter and registration package will be forwarded. If application is not accepted, the fee will be refunded in full no later than **Friday, May 13, 2022**.

If applicant fails to attend after acceptance for any reason, the fee will be forfeited. There will be no refunds/reimbursements due to inclement weather. **ABSOLUTELY NO WALK-ONS ACCEPTED.**

Requirements:

1. All vendors and concessionaires must have a business license from the Commissioner of the Revenue prior to the festival. The \$50 fee should be made payable to: **Portsmouth City Treasurer**. Upon remittance, your license will be processed and sent to Parks, Recreation & Leisure Services and placed in your registration packet. For more information on business license, call **The Business Unit at (757) 393-8771 ext. 2019**.
2. All businesses selling food, must register with **The Business Unit of the Commissioner of the Revenue's Office at (757) 393-8771 ext. 2019** and the **Portsmouth Department of Health at (757) 393-8585 ext. 8529**. If you have participated in previous years as a food vendor and did not report nor pay your food tax bill, **YOUR PARTICIPATION WILL BE DENIED** until the delinquent account is settled and paid in full.
3. All local businesses are required to include a copy of your current business license for retail sales in the locality you operate your business within the State of Virginia when submitting the application. All businesses will be responsible for reporting taxes.
4. An **Electrical Request Form** is required for processing of application.
5. Any Concessionaire/Retail Vendor caught dumping or disposing of grease/oil in water drainage or on grassy area will be asked to leave the festival, and be suspended for 2 years from any festival activities with the City of Portsmouth and the Umoja Festival. **NO REFUNDS** will be granted.
6. Retail Vendor-owned tents are **NOT ALLOWED** on the premises. As a convenience and in an effort to maintain uniformity, **TENTS WILL BE PROVIDED AND THE COST IS INCLUDED IN FEE**.
7. **All vending items and equipment must remain within your vendor space. Vehicles, trailers, ice boxes/chest, storage containers, etc. will not be permitted to stay on the street behind your space. Electrical will only be provided at your space based on your vendor electrical request form that is turned in with your application.**
8. **Check-in- Concessionaires will check in at Bart and Court Street, Retail Vendors will check in at Columbia and Crawford Street. Concessionaires set up should be completed by 12 noon for Health Inspection by 1pm. Retail setup should be completed by 1pm for business license check.**

