



2022 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: 2022

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 May 6	Concessionaires	Fees	After May 6
___ 1 Space	\$500	\$600	___ 1 Space	\$650	\$750
___ 2 Spaces	\$1000	\$1200	___ 2 Spaces	\$1,050	\$1,250
___ 3 Spaces	\$1,500	\$1800	___ 3 Spaces	\$1,800	\$2,100

SPACE SIZE: Retail 10' X 10' (We provided tents and it's included in the fee) – Concessionaire 15' X 15' (Tents, Chairs and tables are not provided. If more than 15' X 15' additional space is needed, then another space must be purchased. Concessionaires must provide menu and price list. 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 during the entire festival. Electrical will only be provided at your space based on your vendor electrical request form that is turned in with your application. **(This is for Food and Retail Vendors)**

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:

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

