

This form is required for each individual, business or organization (including non-profits) that will be at the event offering products,

services or information to attendees. Events held on public property must complete the electrical and water information.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event name: |  | | | | | | | | | | | | Your name: | |  | |
| Please select one: | |  | | | I represent the host organization, completing the form on behalf of the vendor/sponsor. | | | | | | | | | | | |
|  | |  | | | I am or represent the vendor/sponsor. | | | | | | | | | | | |
| **GENERAL INFORMATION** | | | | | |  | |  | |  | |  | | | | |
| Please select one: | | |  | | | Vendor | |  | | Sponsor | |  | | | | |
| Business / organization name: | | | | | | |  | | | | | | | | | |
| Business address: | | | |  | | | | | | | | | | | | |
| Contact name: | | | |  | | | | | | | | | | | | |
| Business phone: | | | |  | | | | | Cell phone: | |  | | | Email: |  | |
| On-site contact name: | | | |  | | | | | | | | | | Cell phone: | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Indicate the type of food/beverage: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | pre-packaged | | | | | | | | |  | | prepared off-site and delivered to the event site  ready to eat/drink | | | | | | | | | | | | | | | | | | | |  | prepared, cooked or heated at the  event site | | |
| **FOOD – check all that apply** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Food will be: | | |  | | sampled | | | | | | | |  | | | sold | | | | |  | provided by event (not sold to attendees) | | | | | | | | | | | | |
| Food is cooked or prepared: | | | | | | | | | | | | |  | | |  | | | | | | | | | |  | | |  | | | | | |
|  | | in a church kitchen | | | | | | | | | | |  | | | in a school cafeteria | | | | | | | | | |  | | | outdoors at the event site | | | | | |
|  | | in a mobile unit licensed with the Virginia Department of Health | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | in a mobile unit NOT licensed with the Virginia Department of Health | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | in an existing licensed establishment and delivered to the event site ready to eat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe the menu: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **BEVERAGES – check all that apply** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Beverages will be : | | | | | |  | | | sampled | | | | | | | |  | | sold | | | |  | | provided by event (not sold to attendees) | | | | | | | | | |
| Type of beverages: | | | | | |  | | | non-alcoholic | | | | | | | | | | | Describe: | | | |  | | | | | | | | | | |
|  | | | | | |  | | | alcoholic | | | | | | | | | | | Describe: | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HEATING ELEMENTS – check all that apply** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| Heating elements that will be used: | | | | | | | | | | | | | |  | | | electric appliance | | | | | | | | | | |  | | | grill / smoker / sterno / outdoor cooker | | |
|  | | | | | | | | | | | | | |  | | | wood / charcoal | | | | | | | | | | |  | | | propane tank – less than 500 gallons | | |
| **OTHER SALES** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Will other non-food products / merchandise be sold? | | | | | | | | | | | | | | | | | | | | |  | yes | | | | |  | | | no | | | | |
| If yes, please describe: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPLETE FOR EVENTS ON PUBLIC PROPERTY – FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE** | | | | | | | |  |
|  | Electric source is not requested |  | A generator will be used to support all electrical needs. | | | | | |
|  | Electric source is requested. Vendor/sponsor must provide a minimum of 100’, 3-wire grounded cord acceptable for exterior use. Complete the information below providing as much detail as possible. Equipment not listed will not be permitted for use. Be sure to include credit card machines, lights, etc. Additional information may be required. | | | | | | | |
| Equipment description | | | | 110 volts | 220 volts | AMPS | Watts | Plug type |
|  | | | |  |  |  |  |  |
|  | | | |  |  |  |  |  |
|  | | | |  |  |  |  |  |
|  | | | |  |  |  |  |  |
| Water service: Water is required for any food preparation or cooking. | | | | | | | | |
|  | Water source is not requested |  | Water source is requested. Vendor/sponsor must provide a minimum of 100’, food  grade water hose and nozzle. | | | | | |