

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.