



## 2019 Vendor Application

Business Name \_\_\_\_\_  
(Please use your legal business name)

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Size of Unit/Tent \_\_\_\_\_

### ITEMS & PRICES

All items must be listed. Attach a sheet if needed.

- |           |           |
|-----------|-----------|
| (1) _____ | (2) _____ |
| (3) _____ | (4) _____ |
| (5) _____ | (6) _____ |

### EQUIPMENT AND ELECTRICAL NEEDS

(Specific amps, number of outlets, 110V, 120V, etc., and all equipment using electricity)

### Insurance

If you are a **food vendor**, you must provide an up-to-date certificate of insurance and endorsement with General and Product Liability Limits of \$2,000,000. The policy must list the Downtown Hampton Development Partnership and the City of Hampton as additionally insured. We must have a copy of the certificate and endorsement no later than 10 days before your vend date. Please email a copy to [joanne@downtownhampton.com](mailto:joanne@downtownhampton.com), and/or fax a copy to 757-727-1470.

### Health Permit

You must complete a Virginia Department of Health Application for Temporary Restaurant Permit if you are selling any food, or sampling any dips, etc. and fax it to the Health Department at 757-727-1227. Call 757-727-2570 if you have any questions. You cannot vend until you are pre-approved by the Department of Health so please take care of this promptly. A copy of approved **Health Permit is due no later than 5 business days before you are scheduled to participate.**

### **Sales Tax**

Sales Tax Forms will be mailed to all food vendors from the Commissioner of Revenue. You must return these forms by the 20<sup>th</sup> of the month after you complete vending. If you have any questions or do not receive your form, please contact 757-728-5026.

### **Booth Information**

If you are a new vendor with the event, you must submit a picture of your booth or trailer with the application. Vendor must maintain the booth and surrounding area in conformity with all applicable sanitary and health laws and regulations. Vendor is required to mark with bright colors any wires/ropes extending from their concession. Vendor is required to have their concession accessible or to make appropriate accommodations for patrons with disabilities. Acceptable structures are: trailers, food trucks, tents or push carts. All vendor generators must be pre-approved by the City of Hampton Codes & Compliance division. Vendor is responsible for all provisions of tents, chairs, and other necessary items. All generators; whether quiet or not, must be located 150' from your booth location.

### **Site Position**

Location is in grass lot on Queens Way between Wine Street and King Street in downtown Hampton.

### **Trash, Oil Disposal & Water Access**

Vendor is responsible for trash removal. Disposal of all used cooking oil and used water is the responsibility of the vendor. Illegal disposal will result in a fine for each occurrence.

### **Event Breakdown**

You are required to leave your site in the shape you found it. If there are any problems, a verbal warning will be used and if problems continue, vendor will be charged a cleaning fee.

### **Inclement Weather**

In the event that there are any questions regarding weather you may contact 311 in Hampton or 757-727-8311 outside Hampton. Our first call will be made to the 311 Call Center and then to each vendor to the phone number provided on this application. You can also check Facebook post on Downtown Hampton Block Party. If you have any questions you may contact Cyndi Masterstaff at 757-592-3106, Joanne Ross 757-404-9616 or Tony Taylor at 757-567-1326.

## VENDOR CONTRACT

I certify that the information I provide is true and correct and that I understand the rules and general information provided in this contract.

Further, I certify that representatives of my organization will abide by said rules and regulations.

My representatives and I agree to hold harmless Downtown Hampton Development Partnership, the City of Hampton, its directors, agents, employees and volunteers from any and all liability from injury, property damage or loss, which may arise in connection with my participation.

I understand that once I have been accepted; there will be no refund of my vendor fee.

I understand that I am responsible for properly parking my vehicle(s) and trailer unit during the event.

I understand that I must abide by the rules set forth regarding electrical and water usage and disposal of trash and that if I do not, fines will be assessed accordingly.

I understand that failure to adhere to these rules and regulations will result in the termination of my participation in future events.

I understand that if the event is cancelled because of inclement or hazardous weather during the event, no refund will be issued after acceptance. If the event is cancelled before the event start time and you are scheduled for a future event date within the same season your fee be waived for your second scheduled date and if payment has been made a credit will be issued.

I understand that I shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of its work. Vendor represents that it possesses all necessary license and permits required to conduct its business and will acquire any additional license and permits necessary for performance of this contract prior to the initiation of work. Vendor shall at all times observe all health and safety measures and precautions necessary for the sanitary and safe performance of Vendor's obligations hereunder.

As evidence of their agreement to the terms and conditions set forth herein, the parties affix their authorized signatures below.

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Signature of Vendor's Representative

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Print Name

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Date

**BLOCK  
PARTY  
DOWNTOWN HAMPTON  
VENDOR INTEREST FORM**

Application is due no later than April 1, 2019. Once you are approved, you will receive a confirmation by email.

**Payments:**

Payments must be made in advance. **IF PAYMENT IS NOT MADE IN ADVANCE YOU WILL NOT BE ABLE TO PARTICIPATE.** Payments must be received by 5pm on the Thursday of the week you vend. Acceptable forms of payment are: check or money order payable to DHDP and of course cash.

**Please note: if you cook raw meat (i.e. hamburgers, chicken, fish, etc.) in your tent/unit you must have a Certified Food Protection Manager present.**

Food vendors \$75 per night, Specialty food vendors (such as shaved ice) \$50  
Merchandise vendors \$50 per night  
If you are a downtown Hampton business; please call the office for your rate

Please mark weeks you are available; general times for each week 6-10:30pm  
Earlier start times TBD

**Remember you may not get all the days you request, we try to give everyone a chance to participate and we will never have 2 of the same type vendor on the same week.**

\_\_\_\_\_ May 4    \_\_\_\_\_ May 11    \_\_\_\_\_ May 18    \_\_\_\_\_ May 25

\_\_\_\_\_ June 8    \_\_\_\_\_ June 15    \_\_\_\_\_ June 22    \_\_\_\_\_ June 29

\_\_\_\_\_ July 6 (Bob Ross Paint Night)    \_\_\_\_\_ July 13 (Rolling of the Bulls)    \_\_\_\_\_ July 20

\_\_\_\_\_ July 27 (Waiters Race, early set up, 12pm)

\_\_\_\_\_ Aug 3    \_\_\_\_\_ Aug 10    \_\_\_\_\_ Aug 17    \_\_\_\_\_ Aug 31

\_\_\_\_\_ Oct 26 (Halloween)

**Note;** June 1 (Blackbeard Pirate Festival) Call 757-727-6348

**Completed Applications:**

Email, [joanne@downtownhampton.com](mailto:joanne@downtownhampton.com)

**Mail or Drop off at**

Downtown Hampton Development Partnership  
710 Settlers Landing Road, Hpt, VA 23369 – 757-727-1271