

# APPLICATION and AGREEMENT for COMMERCIAL MERCHANDISE VENDORS

City of Newport News  
Special Events Section  
700 Town Center Drive, Suite 320  
Newport News, Virginia 23606  
(757) 926-1400



*This application is to be used for all Special Events offered through Newport News Parks, Recreation & Tourism EXCEPT the annual Children's Festival of Friends and the annual Fall Festival of Folklife; commercial merchandise vendors are not permitted at these events.*

## CONTACT INFORMATION

Contact's Name	
Business Name (if applicable)	
Mailing Address	
Phone(s)	
e-Mail Address	
Social Security Number (Individuals) or Federal Tax ID Number (Businesses)	

## BOOTH INFORMATION

Event for which you are applying on THIS application (separate applications must be completed for each event)	
Type(s) of Merchandise You Plan to Sell (Jewelry, Novelties, etc.)	
Price Range of Items	
Items You Plan to Sell (Turquoise Necklaces, Glow Wands, etc.). PLEASE LIST ALL; Additional Merchandise Not Listed Here Will NOT be Permitted in Booth on Day of Festival; Attach Additional Sheet if Necessary	
Type of Booth Equipment You Bring ("10x10' Tent, 6' Table, 15' Trailer," etc.). Please List All Items; Entire Booth/Display MUST be Contained in a 15'x15' Area	
Is Electricity Needed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please Describe Any Special Accommodations or Assistance Needed Due to a Disability	
Including Yourself, How Many Persons Will Be Working at your Booth (Total Coming to Help, Regardless of Shifts)?	
Total Number of Parking Passes Requested (NOT Guaranteed)	

## REGULATIONS

- Event Staff will review the applications for acceptance/non-acceptance. Decisions of the Event Staff are final. The Event Staff's **criteria for admission** into the Event is based on how the applicant meets Event standards, including how well the merchandise relates to the theme of the Event, the quality of the merchandise, and on the vendor's overall potential for making a positive addition to the Event. **APPLICATIONS MUST BE RECEIVED BY OUR OFFICE NO LATER THAN 30 DAYS PRIOR TO DATE OF EVENT.**
- Failure of accepted vendors to display the type of items described in the application will result in automatic dismissal from the Event without a refund. Event Staff reserves the right to review all displays throughout the Event to ensure that all regulations are being followed, and to refuse any items considered **unsuitable or inappropriate**.
- All vendors must be prepared with **sufficient inventory** to display for the duration of the Event and must preside over their booths. Event Staff will not booth-sit for any reason due to liability. The City of Newport News is not responsible for any **loss, theft, or damage**.
- Overall **booth space** will be approximately 15'x15', and vendor must bring all tables, chairs, and other equipment needed for your space. Specific booth sites may not be requested, and site plans may vary. Event Staff reserves the right to change space assignments if deemed necessary, and to limit the size/type of equipment allowed. Event Staff also reserves the right to limit the size/type of **vehicles** allowed access to areas where conditions may not be suitable.
- Each vendor is responsible for **applicable tax**. Contact the Department of Taxation at (757) 594-7489 for information.
- There is **no rain site or rain date**. Events will remain open unless the Event Staff determines the conditions to be severe. Vendors should come prepared with suitable materials to protect their merchandise.
- An application is a commitment to show when accepted by the Event Staff. **No refunds** will be made for cancellation after notification of acceptance or for removal from the Event.
- Vendor Fee** in the amount of \$100.00 must be paid within ten (10) days AFTER you receive notification of acceptance. Checks or money orders will be made payable to "City of Newport News."

## AGREEMENT

"I have read and understand the regulations stated herein. I agree to hold the City of Newport News harmless for any loss or damage to my person or property including, but not limited to, loss of fees and revenues due to last minute cancellation of the Event. I further understand that I may be asked to leave the Event without refund if Event Staff deems that I have misrepresented myself and/or my work, or if I do not abide by the regulations of the Event."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date