

**2012  
FOOD VENDOR  
EVENT & FESTIVALS  
APPLICATION FORM**

Newport News Parks, Recreation & Tourism  
700 Town Center Drive, Suite 320  
Newport News, VA 23606  
Phone (757) 926-1400



You may apply for as many Newport News 2012 events as you would like, in advance, using this *one* form! Simply initial in the box(es) next to the event(s) for which you are applying and **include the appropriate fee(s) along with this application** and the yearly *Agreement* enclosed. If you would prefer to wait until closer to the event deadline to apply, this is still the form to use—just initial by the festival(s) desired and send in this application, the contract, **AND INCLUDE YOUR FEES FOR EACH EVENT** before the deadline indicated by each (using additional copies of forms as necessary). You will also need to use additional forms if your menu items or other information in your application will differ from one event to another:

Initial by <b>ALL</b> events for which you are applying with <b>THIS</b> application. Fees must be included for each box you initial below; if fees are forthcoming, please keep form until fees are included.	EVENT	EVENT DATE	VENDOR'S APPLICATION DEADLINE
	23 <sup>rd</sup> Annual Children's Festival of Friends	Saturday, May 5	Monday, March 19
	King-Lincoln Park Day	Saturday, June 2	Monday, April 16
	Fourth of July—Stars in the Sky	Wednesday, July 4	Monday, May 14
	39 <sup>th</sup> Annual Fall Festival of Folklife	Sat., Oct. 6 & Sun., Oct. 7	Monday, July 16
	Hollydazzle	Friday, November 30	Monday, October 15

FOOD VENDOR'S INFORMATION	
Organization/Business Name:	
Authorized Representative/Contact's Name:	
Mailing Address:	
Telephone Number (home):	
Telephone Number (other):	
E-Mail Address:	
Soc Sec # OR Federal Tax ID #:	
Nonprofit or charitable purpose (if any; if nonprofit status is applicable, please provide official proof of that status/501-c-3 certification)	

Proposed Menu for each event (must list in detail and <b>include prices</b> ; use additional application forms if menu items will differ from one event to another):	
Proposed cooking equipment (gas grill, microwave, etc.):	
Proposed costume (if any):	
Proposed booth decoration:	
Number of members in organization:	
Number and source of available workers:	
Previous major activities and fund-raising efforts which demonstrate capability to conduct a Festival Food Booth:	
Additional information which you feel may be relevant to your selection as a Food Booth Vendor:	

What is the Total Size of your Booth ( <b>Maximum per booth space: 15'x15' for Tents and 20'x15' for trailers, including trailer tongue, cookers, serving area, grill, decorations, etc.</b> )?	
Is your booth a Trailer? Or is it a Tent?	
Sketch a detailed layout of Food Booth showing total dimensions or attach a photograph (but still show size of booth here):	

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<i>FOR OFFICE USE ONLY</i>			
Date Received	Fee(s) Received With Application	Date Insur Certif Rec'd	Date Health Permit Rec'd