

February 1, 2012

Dear Food Vendor:

Hello, and welcome to a new year of festivals and events with Newport News Parks, Recreation & Tourism! There are a number of exciting event opportunities for vendors this year, including those with our signature festivals like the Annual Fall Festival of Folklife and redesigned events like King-Lincoln Park Day. A complete listing with dates, times, and vendor fees is enclosed for your review.

Again this year, we decided to provide two ways in which vendors may apply; and, again, rather than waiting to send you per-event information/application packages a month or so before each festival we're sending you *all the information now* for the entire calendar year. Hopefully, this will give you a better, overall picture of our events and help you with planning your time. We have also decided to again permit vendors to apply for *as many events as you would like at one time* using the set of forms enclosed. You'll still need to complete two identical sets of these (we keep one set with your original signature, and return one set to you with our original signature); but, for those of you who work with us on multiple events throughout the year, we're hoping you'll like this less-paperwork approach!

Both of these procedures are just options; if you prefer to wait and send in paperwork and fees closer to the vendor's deadline as you have in the past, that's fine too—just duplicate the application form as many times as you would like and then mail them separately by the deadlines listed . . . all at once, or little-by-little; the choice is yours! Please review the entire agreement and instructions, as changes are made each year.

Also, for your convenience, we are enclosing the Newport News Health Department's "Guidelines for Operating a Food Booth," along with their Temporary Food Sale Permit Application. Since Newport News Parks, Recreation & Tourism must have proof that you have applied for your temporary food permit, please return ***all applications and fees to our office***; however, please ***write the Health Department payment separately*** from the Newport News Parks & Recreation payment. We will make the appropriate copies for the Health Department and forward your payment to them. Food vendors for events held in Newport News are also required to show proof of liability insurance (naming the City of Newport News as additionally insured—please contact your insurance carrier for meeting this requirement; vendors who participate in events at City Center will also need to name the EDA as additionally insured), and to have a City of Newport News Business License (for information on meeting this requirement, please call the Commissioner of Revenue's Office directly at (757) 926-8651).

Please call if you have any questions—we're here to help. Extra copies of forms may be downloaded at [www.nnparks.gov](http://www.nnparks.gov). We look forward to working with you on what we're sure will be an exciting festival season in 2012!

Sincerely,

Emily Nickerson  
Assistant Special Events Coordinator

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enclosures: 2012 Food Vendor *Instructions on How to Apply*  
2012 Food Vendor Event & Festivals *Application Form(s)*  
2012 Food Vendor *Agreement(s)*  
2012 Food Booth *Information and Fees Chart*  
2012 *Electrical Request Form(s)*  
*Guidelines for Obtaining a Temporary Health Permit*