

2011 UMOJA FESTIVAL

CONCESSIONAIRES & VENDOR INFORMATION REGISTRATION DEADLINES & REGULATIONS

ELECTRICAL FORM MUST BE RETURN/COMPLETED FOR APPLICATION APPROVAL

Festival Date, Time & Fees

Friday, September 16th	5-10 p.m.
Saturday, September 17th	12 Noon-10 p.m.
Sunday, September 18th	12 noon-7 p.m.

Fees and Deadlines

Retail Vendor Fee:	\$350 (\$500 After July 29th)
Concessionaire Fee:	\$600 (\$750 After July 29th)
Business License Fee:	\$50 (Due separately when application is submitted)

Method of Payment

- Cash • Certified Checks • Cashiers Checks • Money Orders
- (All Certified/Cashiers checks and money orders should be made payable to the City of Portsmouth. **Personal & Business checks WILL NOT be accepted.**)

NOTE: All fees are payable to the Portsmouth City Treasurer when the application is submitted. Submission does not guarantee acceptance. If application is accepted, a letter of acceptance and registration package will be forwarded to the vendor/concessionaire. If application is not accepted, the fee will be refunded in full no later than August 31, 2011. If applicant fails to attend after acceptance for whatever reason, the fee will be forfeited. *There will be no refunds/reimbursements due to inclement weather.* **THERE WILL BE NO WALK-ONS ACCEPTED.**

Vendor/Concessionaire Requirements

1. All vendor and concessionaires must have a business license from the Commissioner of the Revenue prior to the festival. The \$50 fee should be payable by certified check, cashiers check or money order to Portsmouth City Treasurer. Upon remittance, your license will be processed and sent to the Department of Parks, Recreation and Leisure Services and placed in your registration packet. For information on business license, Contact Ms. Bernetta Walker at (757) 393-8714 ext. 2110.
2. All businesses selling food must register with Mrs. Gwen Thompson of the Commissioner of the Revenue's Office at (757) 393-8771 ext. 2120 and the Portsmouth Department of Health at (757) 393-8585 ext. 8576. *If you participated last year as a food vendor and did not report and pay your food tax bill, you will not be allowed to participate this year until the delinquent account is paid.*
3. All local businesses are required to include a copy of their current business license for retail sales in the locality you operate your business in the State of Virginia when submitting the application. All businesses will be responsible for reporting taxes.
4. Electrical request form is required for processing of application.
5. Any Concessionaire caught dumping grease/oil in the water drainage or on the grassy area will be asked to leave the festival and be suspended for 2 years from any festival activities with the City of Portsmouth and UMOJA Festival. **NO** refund will be granted.

