



Dear Vendor,

Welcome and thank you for expressing interest in the 31st Umoja Festival. The three-day festival will take place May 26 – 28, 2023. We hope the weather will be pleasant and the event is a rewarding experience for you.

The festival is quickly approaching, and we want the process to be as seamless as possible. Below are forms that must be completed by each vendor.

Enclosed forms:

- Business Information Request
- Copy of Business License
- Festival Business License Application Checklist
- Temporary Sales Tax Certificate/Return ST-50
- Umoja Application
- Vendor Electrical Request
- **Temporary Food Permit Application (Food Vendors only)**

Vendors must submit ALL required forms and all fees to the Department of Parks and Recreation located at 801 Crawford Street, Portsmouth, VA 23704 Monday – Friday between the hours of 8:30am – 4:30pm by **April 28th, 2023**, to be considered a vendor.

Please be sure to submit all paperwork and payment as soon as possible, spaces are limited. Upon selection you will receive a confirmation letter and additional details about the festival. If you are not selected as a vendor for this year's event, you will receive a full refund prior to the event.

If you have any question concerning the festival or the application process, please don't hesitate to contact me.

Respectfully,

Kiana Boone

boonek@portsmouthva.gov

(757) 393- 8481 ext. 4273

(757) 513- 6876 (cell)





Concessionaire and Retail Vendor Information
Registration Guidelines

Festival Date, Time

Friday, May 26: 5:30 p.m. – 11:00 p.m.
Saturday, May 27: Noon – 11 p.m.
Sunday, May 28: 2:00 p.m. – 6 p.m.

Fees and Deadlines

Retail Vendor Fee: \$500 (includes one 10x10 Tent)

Additional space must be purchased if needed

Concessionaire Fee: \$650 (vendor must use 15x15 Tent)

Vendors must provide tents

Additional space must be purchased if needed

Business License Fee: \$50 (non-refundable)

Contact Sharon Ward at (757) 393-8771 ext. 2106

Methods of Payment

Cash, certified checks, cashier's checks, and money orders are the only acceptable forms of payment. All fees must be made payable to Portsmouth City Treasurer. Business or personal checks **WILL NOT** be accepted.

Note:

Submission of application and payment does not guarantee participation in the festival. Upon selection, you will receive a confirmation letter with additional details. If an application is not accepted, all fees will be refunded. **We encourage you to wait until participation in the event is confirmed before purchasing a business license as that fee is non-refundable.** There will be no refunds/reimbursements due to inclement weather. **ABSOLUTELY NO WALK-ONS WILL BE ACCEPTED.**

Requirements:

1. All vendors and concessionaires must have a business license from the Commissioner of the Revenue prior to the festival. The \$50 fee must be made payable to Portsmouth City Treasurer. Upon remittance, your license will be processed and sent to the Department of Parks and Recreation. For more information on business license, call The Business Unit at (757) 393-8771 ext. 2106.
2. All businesses selling food, must register with the Business Unit of the Commissioner of the Revenue Office at (757) 393-8771 ext. 2106 **and** the Portsmouth Department of Health at (757) 393-8585 ext. 8521. If you have participated in previous years as a food vendor and did not report nor pay your food tax bill, your participation will be denied until the delinquent account is settled and paid in full.
3. All local businesses are required to include a copy of your current business license for retail sales in the locality you operate your business within the State of Virginia when submitting the application. All businesses will be responsible for reporting taxes.
4. Any Concessionaire/Retail Vendor caught dumping or disposing of grease/oil in water drainage or on grassy area will be asked to leave the festival and be suspended for 2 years from any festival activities with the City of Portsmouth. **NO REFUNDS** will be granted.
5. As a convenience, the Department of Parks and Recreation will provide one 10x10 tent (open sides) to retail vendors only. **No other tents are permitted at the festival including personal or business tents.**
6. All vending items and equipment **must remain within your vendor space.** Vehicles, trailers, ice boxes/chest, storage containers, etc. are not permitted to stay on the street or in the median during the festival.
7. Electricity will only be provided if it was requested on the Vendor Electrical form.



2023 Application

(Electrical form must be returned and completed for application approval)

Vendor Name: _____ SS# for Fed. ID #: _____

Phone #: () _____ Business Name: _____

Email Address _____

Address: _____ Festival Year: 2023

City: _____ State: _____ Zip: _____

The above information **MUST BE** fully completed. Incomplete applications **WILL NOT** be processed.

Spaces and Fees: -Cash -Certified Checks -Cashier's Checks -Money Order
(All checks and money orders should be made payable to the **Portsmouth City Treasurer**)

Neither business nor personal checks **WILL** be accepted.

Retail	Fees	Concessionaires	Fees
____ 1 Space	\$500	____ 1 Space	\$650
____ 2 Spaces	\$1000	____ 2 Spaces	\$1,050
____ 3 Spaces	\$1,500	____ 3 Spaces	\$1,800

SPACE SIZE: Retail 10' X 10' (We provided tents and it's included in the fee) – Concessionaire 15' X 15' (Tents, Chairs and tables are not provided. If more than 15' X 15' additional space is needed, then another space must be purchased. Concessionaires must provide menu and price list. ALL Vending items and equipment **MUST** remain within your vendor space. Vehicles, trailers ice boxes/chest, storage containers etc. will **NOT** be permitted to stay on the street behind your space during the entire festival. Electrical will only be provided at your space based on your vendor electrical request form that is turned in with your application. **(This is for Food and Retail Vendors)**

Total amount included with application is: \$ _____ (Make payable to: **Portsmouth City Treasurer**)

Please print legibly. List all the wares or food items you wish to sell: (Photos requested).

I/We agree to comply with all the rules and regulations governing the Portsmouth Umoja Festival. Submission of the application and signature shall be deemed a release of the City of Portsmouth from any damages or loss of property.

Signature: _____ Date: _____

Mail Application to the Attention of:

Department of Parks & Recreation
801 Crawford Street
Portsmouth, VA 23704
For more information, call (757) 393 8481





Vendor Contract 2023

On behalf of the **2023 Umoja Festival** Vendor Committee, we thank you for showing interest in this year's festival. To improve your experience, we are asking you to adhere to the below guidelines:

- ✓ All vendors must have a business license and Food Tax Registration form (food vendors only) on file with Portsmouth Commissioner of Revenue and Temporary Food Permit Application with the Portsmouth Health Department. This is **mandatory**, if these forms are not received by April 28, 2023, you will not be permitted to participate in the festival.
- ✓ Vendors will have to supply tables and chairs, however one 10x10 tent will be provided for each retail vendor space.
- ✓ **All concessionaire vendors must use 15'x15' canopy style tents or have a food truck.** Vendors will have to supply the 15x15 tent. All tents must be secured and anchored at all four corners throughout the duration of the festival, to prevent "blow over" in case of inclement weather.
- ✓ If you need electricity, it must be indicated on the Electrical Request form. If you don't need electricity, you still need to complete the Electrical Request form.
- ✓ Bags of ice will be available for food and retail vendors to purchase during the festival. We will have a list of all vendors, you or a representative must sign or initial that they have received a bag of ice. Monies will be collected at the end of each day. Failure to make payment will result in not being accepted as a vendor in future festivals/events.
- ✓ To expedite time and alleviate vehicular congestion there will be two check- in points this year. All retail vendors **must have a hand truck, dolly, and/ or wagon to load the merchandise.** Use of golf carts or motorized vehicles is prohibited.
- ✓ Vendors and their employees are solely responsible for loading and unloading merchandise. Vendors are not permitted to drive vehicles in the festival area to load/unload. City employees will not help vendors load/unload.
- ✓ All concessionaires must check in on the **tunnel side** of the festival at the corner of Bart St. All retail vendors will check in at the **front side** of Columbia & Crawford St. City staff will be on site to assist you at check in points.

- ✓ Check-ins for all vendors will take place on Friday May 26th from 7:00AM through 12:00PM. Health inspection for concessionaires will start at 1:00PM and “retail walk through” will start at 2:00PM. **Vendors will not be able to set up after 12:00PM on Friday. All latecomers will not be able to set up until 8:00AM Saturday morning.** Each vendor will only be allowed **one (1) hour** to unload vending items from vehicles and remove vehicles from grounds. We are aware that your set up time may extend beyond an hour, however we would ask that your area is prepared to vend by 4:00pm.
- ✓ **There will be no extra food or supplies allowed behind your setup,** the street and medians must remain clear the duration of the festival. There will be a designated area available for vendors. Additional parking details will be provided upon confirmation of your participation in the festival.
- ✓ Any vendor with items outside of the designated retail/concessionaire space will be asked to leave the festival and no refund will be granted. Additionally, you will not be permitted to vend at the festival the following year.

I acknowledge that I understand the Department of Parks and Recreation’s guidelines. I understand that if I have any questions or concerns about the guidelines, it is my responsibility to discuss it with the department.

I acknowledge and understand that any violation of these guidelines will forfeit my participation in this event and/or future events held by the City of Portsmouth Department of Parks and Recreation.

Signature of vendor or representative

Printed Name of vendor or representative

Date



Vendor Electrical Request Form

(Electrical form must be returned and completed for application approval).

Vendor Name: _____ SSN or Fed. ID #: _____

Phone #: () _____ Business Name: _____

Email Address _____

Address: _____ Festival Year: _____

City: _____ State: _____ Zip: _____

☐

Please check if you DO NOT require electricity for the festival.

- All electrical equipment and cords must meet all electrical codes.
- Vendors shall provide their own extension cords.
- Vendors shall provide their own lights for tents.
- ONLY single-phase 115 volts will be permitted
- Wiring should be standard cords with three-prong plugs.



LOAD AND CIRCUIT CHART

Description	Quantity	Watts	Volts	Amps	Comments
Lighting Load					
Cotton Candy					
Grill					
Popcorn Popper					
Broiler					
Deep Fryer					
Coffee Maker					
Refrigerator					
Freezer					
Hot Plate					
Food Blender					
Fruit Juicer					
Germicidal Lamp					
Food Warmers					
Other					
Other					

Remarks/Comments:



Greetings,

I have attached the current Temporary Event Permit Application. In addition, I have provided a list of the necessary documents required by each vendor based on their setup. Please be advised that ALL documents/fees must be submitted to us **no later than 10 calendar days** prior to the event (May 16, 2023). If you have any questions/concerns, please contact me at the phone number or email provided below.

Tent Set-Up:

1. Temporary Event Permit Application
2. Current copy of Certified Food safety Manager Certificate for who will be onsite throughout the event.
3. \$40.00 permit fee, OR a copy of a temporary event permit sales receipt if the fee was paid during the previous year to a Virginia health district.
4. If applicable, a copy of a current temporary event permit issued by the Virginia Department of Health.
5. If applicable, a copy of their previous temporary event inspection report.
6. Have food handler cards onsite the day of the event for other food service staff members.

Food Trucks:

1. Temporary Event Permit Application.
2. Current copy of Certified Food Manager certificate for who will be onsite throughout the event.
3. Copy of last health department inspection.
4. Copy/verification of current mobile unit health department permit/sticker.
5. Have food handler cards available onsite the day of event for other food service staff members.

Note: If this is a food vendor's only temporary event for the year and they are based in Portsmouth, by law they are not required to pay a permit fee. We will help navigate if needed.

PORTSMOUTH HEALTH DEPARTMENT
Environmental Health Services
1701 High Street, 4th Floor, Portsmouth, VA 23704
Phone (757) 393-8585, extension 8585
Fax (757) 393-8027

TEMPORARY FOOD PERMIT APPLICATION

The person named below is applying for a temporary food permit in accordance with the City of Portsmouth Code of Ordinances, **Chapter 15.1** and the *2017 FDA Food Code*. This application must be submitted at least ten (10) days prior to the event. A permitted vendor must also submit a copy of his/her permit, as well as, a copy of the last health inspection, with this application. **The sale of any home prepared or canned foods is prohibited except by those organizations specifically exempted under 2017 FDA Food Code.**

Business Name _____ Phone (H) _____

Address _____ Phone (W) _____

City _____ State _____ Zip Code _____

Certified Food Manager (Last, First) _____

Event _____ Date(s) of Sale _____

Location of Event _____ Time of Sale _____

MENU

(CHANGES TO THE MENU MUST BE APPROVED BEFORE THE EVENT)

FOOD	SOURCE (where purchased)	PREPARATION (Where & How, ex: cooked on grill) (No home preparation allowed)
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

Provide complete information in regard to the following food preparation concerns. After each item listed, describe the method or source you will use to fulfill the requirement.

1. **FOR EVENTS LASTING MORE THAN ONE (1) DAY, HOW WILL HOT FOODS BE COOLED FOR OVERNIGHT COLD-STORAGE?** _____

2. **HOW AND WHERE WILL THE COOLED FOODS BE STORED OVERNIGHT?** _____

3. **HOW WILL YOU OBTAIN WATER?** (All water must be from an approved source {example: city water}): _____

4. **HOW WILL YOU DISPOSE OF SEWAGE?** (All wastewater must be disposed of in an approved manner (e.g. city sewer}): _____

5. **WHAT IS YOUR OVERHEAD PROTECTION?** (Food preparation, service and display areas must be protected {e.g. tent including ground cover}): _____

6. **HOW WILL YOU PROVIDE FOR HANDWASHING?** (Some method must be provided for proper handwashing in the food prep area) {e.g. cooler with spigot, water, soap, towels and catch bucket}): _____

7. **HOW WILL YOU PROVIDE FOR WASHING OF UTENSILS?** (Facilities must be provided for washing, rinsing & sanitizing utensils, etc. {e.g. 3 tub set up with water, dish soap and bleach}): _____

8. **HOW WILL YOU MAINTAIN REFRIGERATION?** (All potentially hazardous cold foods must be kept below 41° F {e.g. coolers w/ice}): _____

9. **HOW WILL YOU MAINTAIN HOT TEMPERATURES?** (All potentially hazardous hot foods must be held at greater than 135° F {e.g. gas grill}): _____

10. **HOW WILL YOU PROVIDE CONDIMENTS?** (Condiments must be dispensed or individually wrapped, no open bowls): _____

11. **HOW WILL YOU ENSURE THAT THE FOOD AND COOKING FACILITIES ARE PROTECTED FROM THE PUBLIC?** (All food & cooking facilities must be protected {e.g. ropes or tables, shields in front of open grills}): _____

12. **HOW WILL YOU STORE FOODS & UTENSILS?** (All foods and utensils must be stored off of the ground {e.g. tables}): _____

The following items are also required and must be provided and/or used during the event:

- | | | |
|--------------------------------|-------------------------------|--|
| 1. Single-use gloves | 2. Approved food & ice scoops | 3. Digital probe thermometer |
| 4. Hair restraints | 5. Chlorine test paper | 6. Wiping cloths & sanitizing solution |
| 7. Diagram of Food Booth/Stand | | (ex: bleach + water) |

NO SMOKING, EATING OR DRINKING IN FOOD PREP AREAS!

Please provide an overhead sketch of the food booth/stand equipment placement for the following:

- all cooking equipment
- all food preparation tables
- all refrigerators/coolers/freezers
- all hot holding equipment (if used)
- dry goods/paper products storage
- wash/rinse/sanitize station
- hand washing station
- **include any equipment that will not be placed under the booth's overhead cover**
- **note if additional on-site food storage is used (i.e. trucks, vans, storage units)**

Sketch (Please label equipment):

By signing this permit/application, I do hereby agree to comply with the rules and regulations as outlined on this application and with the instructions that accompany it. I understand that only the foods listed may be sold. Failure to comply with this and all other requirements may result in a permit not being issued or having the permit suspended and having to leave the event. **Submit this application at least ten (10) days prior to the event.**

Signed _____

Date _____

OFFICE USE:

Reviewed/approved by: _____

Date: _____



Festival Business License Application Checklist

Please bring the following to the office of the Commissioner of the Revenue located at Portsmouth City Hall, 801 Crawford St., and 1st floor Portsmouth, VA 23704 to apply for a Portsmouth Festival business license:

- () Picture ID
- () Business Information Request Form
- () Important Notice
- () Food Tax Registration Form
- () Approved application from Parks and Recreation Department
- () Copy of a business license from home locality in Virginia

Other locations you may have to visit, depending on the nature of your business:

• Parks and Recreation	801 Crawford St., 3 rd floor, Portsmouth VA 23704	757-393-8481
• Planning and Zoning	801 Crawford St., 4 th floor, Portsmouth VA 23704	757-393-8836
• Police Department	711 Crawford St., Portsmouth VA 23704	757-393-8748
• Health Department	1701 High St., Portsmouth VA 23704	757-393-8585
• Treasurer's Office	801 Crawford St., 1 st floor, Portsmouth VA 23704	757-393-8651
• Retail Sales & Use Tax	Virginia Dept. of Taxation	804-367-8037
• ABC License	Alcohol & Beverage Control	757-424-6700

Questions? If you have any questions about obtaining a festival business license in the City of Portsmouth, please contact the business unit at 757-393-8771 or revenue@portsmouthva.gov.

Acct #s (office use) _____



Business Information Request

Legal Status: Sole Proprietor ____ Partnership ____ LLC ____ Corporation ____ Other ____

SSN/FEIN: _____ **Date Business Began in Portsmouth** _____

Est Gross Receipts through 12/31: _____ **Following Year Estimate:** _____

Legal Name of Business: _____

Trade Name or DBA: _____

Business Phone: _____ **Other Number:** _____

Bank Name: _____ **Email:** _____

Physical Address: _____

Mailing Address: _____

Description of Business Activities: _____

Names of Owners/Shareholders:

Name: _____ **Title:** _____

Home Address: _____

Telephone Number: (home) _____ (other) _____

Name: _____ **Title:** _____

Home Address: _____

Telephone Number: (home) _____ (other) _____

Registered Agent: _____

Address: _____

Telephone Number: _____ (other) _____

OATH, I THE UNDERSIGNED APPLICANT DO SWEAR (OR AFFIRM) THAT THE FOREGOING INFORMATION IS TRUE, FULL AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND THE TERMS OF ALL APPLICABLE LICENSES.

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____



Commonwealth of Virginia

Department of Taxation

TEMPORARY SALES TAX CERTIFICATE/RETURN --- ST-50

Use This Form for Events Held on or After January 1, 2020

The Virginia Sales and Use Tax Act requires the collection of tax on all retail sales made in the Commonwealth of Virginia except those exempt by law. (§ 58.1-603, 604).

The general sales tax rate for Virginia is 5.3% (4.3% state tax and 1 % local tax).

Northern Virginia Region: An additional 0.7% regional rate in Northern Virginia (5% state tax and 1% local tax) . This rate applies to the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and in the Counties of Arlington, Fairfax, Loudoun, and Prince William.

Hampton Roads Region: An additional 0.7% regional rate in Hampton Roads making the rate 6% (5% state tax and 1% local tax). This rate applies to the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Isle of Wight, James City, Southampton, and York.

Historic Triangle Region: An additional 1.0% rate in the Historic Triangle applies to the City of Williamsburg, and the Counties of James City and York. These localities are within the Hampton Roads Region making the rate 7% (6% state tax and 1% local tax).

You are required to provide us with your name and account number if you are permanently registered in Virginia. Virginia account number is _____. If you are permanently registered in a locality other than the one where the show was held, you must file and pay tax collected at the show using this form. Returns are due and payable on or before the 20th of the month following the show/event. If you attend 3 or more shows a year, you must register with the Department and obtain a Virginia sales tax account number. Go to our website at www.tax.virginia.gov or call **(804) 367-8037** to obtain a registration form.

Complete Form A, B or C on the following page depending on the location of your sale.

Make checks payable to the Virginia Department of Taxation. Do Not Send Cash.

MAILING INFORMATION

Send completed form and payment to:

**Virginia Department of Taxation
P O Box 26627
Richmond, VA 23261-6627**

If you have questions or need more information, call **(804) 367-8037**.

ST-50 Return - Use this form for events held on or after January 1, 2020

Form A - To be used for sales in locations **EXCLUDING** the Hampton Roads and Northern VA Regions.

Show / Event Information

Show Name _____ Date of Show _____

Show Location _____ City / County _____

Vendor Information

Vendor Name _____ Trading As _____

SSN / FEIN _____ Telephone Number _____

Address _____

Taxable Sales \$ _____ x.053 = \$ _____

AMOUNT OF SALES TAX DUE: = \$ _____

Form B - To be used for sales **ONLY** in the Hampton Roads and Northern VA Regions.

Show / Event Information

Show Name _____ Date of Show _____

Show Location _____ City / County _____

Vendor Information

Vendor Name _____ Trading As _____

SSN / FEIN _____ Telephone Number _____

Address _____

Taxable Sales \$ _____ x.06 = \$ _____

AMOUNT OF SALES TAX DUE: = \$ _____

Form C - To be used for sales in the Historic Triangle Region.

Show / Event Information

Show Name _____ Date of Show _____

Show Location _____ City / County _____

Vendor Information

Vendor Name _____ Trading As _____

SSN / FEIN _____ Telephone Number _____

Address _____

Taxable Sales \$ _____ x .07 = \$ _____

AMOUNT OF SALES TAX DUE: = \$ _____