



Dear Vendor,

Welcome and thank you for your interest and participation in the 34th Umoja Festival. The three-day festival will take place May 22nd -May 24th. 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:

- Umoja Application
- Vendor Electrical Request
- Copy of Business License
- Business Information Request
- Temporary Sales Tax Certificate/Return ST-50
- **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 of 8:30am – 4:30pm by **April 24, 2026**, 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 questions concerning the festival, the application process, or need additional information please don't hesitate to contact me.

Respectfully,

Kiana Boone

boonek@portsmouthva.gov

(757) 393- 8481 ext. 4273

(757) 513- 6876 (cell)



Concessionaire & Vendor Information

Registration Deadlines & Regulations

Festival Date, Time

Friday, May 22nd: 5:30 p.m. – 11 p.m.
Saturday, May 23rd: Noon – 7pm
Sunday, May 24th: 2:00 p.m. – 6 p.m.

Fees & Deadlines

Retail Vendor Fee: \$550 (include one 10x10 Tent)
(Additional space, must be purchased)
Concessionaire Fee: \$650 (include one 15x15 Tent)
(Additional space must be purchased)
Business License Fee: \$50
(Due separately when application is submitted)

Methods of Payment

**Debit – Credit (2.15% fee will be charged) -Certified Checks – Cashier's Checks – Money Orders
(ONLY)**

(All cashier's checks and money orders should be made payable to: **Portsmouth City Treasurer**)
Neither business nor personal checks **WILL** be accepted.

Note:

Make all fees payable to **Portsmouth City Treasurer** when the application is submitted. **Submission does not guarantee acceptance.** Upon acceptance, a conformation package will be forwarded. If an application is not accepted, all fees will be refunded in full no later than **Friday, May 18, 2026.**

If applicant fails to attend after confirmation for any reason, all fees will be forfeited. There will be no refunds/reimbursements due to inclement weather. **ABSOLUTELY NO WALK-ONS 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 should be made payable to: **Portsmouth City Treasurer**. Upon remittance, your license will be processed and sent to Parks & Recreation and placed in your registration packet. For more information on business licenses, call **The Business Unit at (757) 393-8771 ext. 2019.**
2. All businesses selling food, must register with The Business Unit of the Commissioner of the Revenue's 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 and paid in full.
3. All are required to include a copy of your current business license for retail sales in the area you operate your business within the State of Virginia when submitting the application. All businesses will be responsible for reporting taxes.
4. An **Electrical Request Form** is required for processing of application regardless of electrical needs.
5. All retail tents will be provided by the City of Portsmouth. As a convenience and to maintain uniformity, **TENTS WILL BE PROVIDED.** Individually owned business tents are not permitted.
6. 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.
7. Check-in- Concessionaires will check in at the intersection of Bart and Court Street. Retail Vendors will check in at the intersection of Columbia and Crawford Street. All vendors must be set up by noon. Concessionaires will be inspected at 1pm.



2026 Application

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

Phone #: () _____ Business Name: _____

Email Address _____

Address: _____ Festival Year: 2026

City: _____ State: _____ Zip: _____

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

Spaces and Fees: - Debit- Credit (2.15% fee will be charged) -Certified Checks -Cashier's Checks - Money Order

(All checks and money orders should be made payable to **Portsmouth City Treasurer**)

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

Retail	Fees	Concessionaires	Fees
____ 1 Space	\$550	____ 1 Space	\$650
____ 2 Spaces	\$1050	____ 2 Spaces	\$1,050
____ 3 Spaces	\$1,550	____ 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 or outside of your tent area. Vehicles, trailers, ice boxes/chest, storage containers etc. will **NOT** be permitted to stay on the street behind your space during the festival. Electrical will only be provided upon request with the vendor's 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 submit photos of set-up to ensure that the correct number of spaces can be determined.

I/We agree to comply with all rules and regulations governing the Portsmouth Umoja Festival. Submission of the application and signature shall be deemed a release from the City of Portsmouth from any damage 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 2026

On behalf of the **2026 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 guidelines below:

- ✓ All vendors must have a business license with the Portsmouth Commissioner of Revenue. Food Tax Registration form (food vendors must have) 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 30, 2026, you will not be permitted to participate in the festival.
- ✓ Vendors must 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.
- ✓ Electrical needs 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 timeframe. **During Saturday's National Act, vendors can still vend however, we will not be on site to provide ice. Any ice needs to be purchased before the cutoff time.** You or a representative must sign or indicate 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 disqualification from future festivals or events.
- ✓ To expedite time and alleviate vehicular congestion there will be two check-in points. 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 are not permitted to help vendors load/unload.
- ✓ Check-in for all vendors will take place on Friday May 22nd at 7:30AM through 12:00PM. Health inspection for concessionaires will start at 1:00PM.

- ✓ All concessionaires must check in on the **tunnel side** of the festival at the corner of Bart St & Court St. City staff will be on site to assist you at check in point.
- ✓ Concessionaire vendors please be advised that this year will be a roll-in. Meaning it's a first come- first serve bases. The number of spaces that you purchased, those will be the only spaces you are allotted.
- ✓ 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 point.
- ✓ Vendors will not be able to set up after 12:00PM on Friday. Any latecomer will be able to set up at 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 within an hour, however we would ask that your area is prepared to vend by 12:00PM.
- ✓ There will be no extra food or supplies allowed behind your setup. The street and medians must remain clear of 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 attend future festivals or events.
- ✓ 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 and the Umoja Festival. **NO REFUNDS** will be granted.

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 them with the department.

I acknowledge and understand that any violation of these guidelines will forfeit my participation in 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 regardless of electrical needs).

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 must 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:



Festival Business License Application Checklist

Please bring the following documents 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. **ALL FOOD TRUCKS MUST** contact the Permits & Inspections department to obtain pre-approval in a timely manner prior to participation in the event. **Food Vendors** (other than food trucks), must contact the health department at least 10 days prior to the event for approval.

- () Picture ID
- () Business Information Request Form
- () Important Notice
- () Federal Identification Number Document
- () Food Tax Registration Form – (Prepared Food Vendors Only)
- () Meals Tax Bond – (Prepared Food Vendors Only)
 - Individual/Partnership – SOLE PROPRIETOR
 - Corporate – LLC or CORPORATIONS
- () Approved application from Parks and Recreation Department or Event Organizer
- () Pre approval from Permits and Inspection Department (Food Trucks Only)
- () Copy of a business license from home locality in Virginia

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

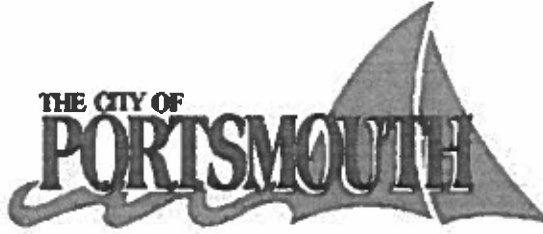
• Parks and Recreation	801 Crawford St., 3 rd floor, Portsmouth VA 23704	757-393-8481
• Permits and Inspections	801 Crawford St., 4 th floor, Portsmouth VA 23704	757-393-8531
• Planning and Zoning	801 Crawford St., 4 th floor, Portsmouth VA 23704	757-393-8836
• Police Department	711 Crawford St., Portsmouth 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.

Franklin D. Edmondson, MCR • Commissioner of the Revenue
Office of the Commissioner of the Revenue

801 Crawford Street • Portsmouth, VA 23704-3870 • (757) 393-8771 • Fax (757) 393-8604

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: _____



IMPORTANT NOTICE

We are honored that you have chosen Portsmouth as home base for your business. A business license is a privilege and an honor. Here is some important information concerning your business license.

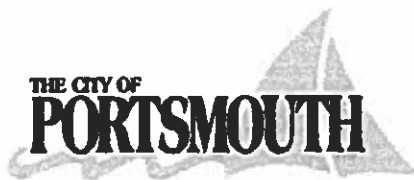
1. This license only gives you the right to operate business at the location for which you have been zoned, and it only gives you the right to perform the business activities for which you have been cleared by the zoning office. The City's Zoning Ordinance allows businesses of various kinds to be located in some areas but NOT in others. If you wish to change the location of your business, change your business activity, or open a new establishment within the city, you **MUST** apply for a new zoning clearance. If you have questions as to what the zoning ordinance and building codes allow, please visit the Department of Inspection's Zoning Office on the fourth floor of the City Hall Building or call 757-393-8836.
2. This business license is **NOT** permanent. The license expires on December 31st and must be renewed annually by March 1st. If you fail to renew the license by March 1st of each year, you will be in violation of the law, which subjects you to penalties and fines.
3. Every business in the City of Portsmouth is required to file a list of tangible personal property owned January 1st of each year, along with the business license renewal by March 1st. If your business does not have tangible property, you must provide an explanation of how business is conducted without it. Failure to file may result in a statutory assessment.
4. It is the business owner's responsibility to keep accurate records of their gross receipts (or gross purchases if a wholesaler) and an up-to-date listing of the tangible personal property. A business with multiple locations must provide records of actual business conducted in each office and actual tangible personal property located in each office. These records will be reviewed periodically by the Commissioner of the Revenue.
5. If you move, sell, or change ownership of your business, you must notify this office in person or in writing when the change occurs. If you decide to change your business entity type (e.g. sole proprietor to LLC; LLC to corporation, etc), you must notify us as well.
6. If you close your business, you **MUST** complete and Out of Business Form or complete the Out of Business portion of the Business License Renewal Form. The license will **NOT** automatically expire; it will become delinquent if we are not notified that you are no longer conducting business. Any business that is operating as of January 1st of a given year must renew their license for that year.
7. The Commissioner of the Revenue's office must be notified in person or in writing of any changes in your business activities, as this may require a change in the business license classification and zoning clearance.
8. Restaurants or establishments with ABC licenses are responsible for filing a copy with the Commissioner of the Revenue once the license is acquired from the ABC Board in order to stay in compliance. _____ Initial
9. Businesses that are involved in retail sales are required to register for sales and use tax with the Virginia Department of Taxation. Please visit www.tax.virginia.gov or call (804) 367-8037 for more information. _____ Initial
10. I understand the two year adjustment period as it has been explained to me. _____ Initial
11. Remember, it is your responsibility to understand which local, state, and federal laws and regulations apply to your business.

Applicant Signature

Title

Date

Witness (Deputy Signature Only)



FOOD/LODGING TAX REGISTRATION FORM

☐ **Food** ☐ **Lodging**

Trustee Account # (office use only): _____ BLS Account # (office use only): _____

Applicant Name: _____

Legal Name of Business: _____

Trade Name or DBA: _____

Start Date of Business: _____ SSN/FEIN: _____

Business # (____) ____ - ____ Other # (____) ____ - ____ Fax # (____) ____ - ____

Business Location Address: _____

City/State/Zip: _____

Person responsible for reporting and remitting Food ☐ Lodging ☐ Tax:

Name: _____ Title: _____

SSN: _____ Customer ID#: _____

Mailing Address: _____

City/State/Zip: _____

I, the undersigned, do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief. I will notify the Commissioner of the Revenue's office within thirty days when any change occurs regarding this information.

Signature of Person Responsible for Reporting and Remitting Tax

City/County of _____ State/Commonwealth of _____

Acknowledged and sworn before me this _____ day of _____, 20____

By: _____
(Name of person signing affidavit)

(Signature of Notary Public)

Reg. No: _____

My Commission Exp. _____

Franklin D. Edmondson, MCR • Commissioner of the Revenue
Office of the Commissioner of the Revenue
801 Crawford Street • Portsmouth, VA 23704-3870 • (757) 393-8771 • Fax: (757) 393-8604



MEAL TAX BOND
(Corporation)

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that _____, a corporation duly organized and existing under the laws of the State of _____, and authorized to do business in the Commonwealth of Virginia, as Principal, and _____, a corporation duly organized and existing under the laws of the State of _____, and authorized to do business in the Commonwealth of Virginia, as Surety, are held and firmly bound unto the City of Portsmouth, a municipal corporation in the Commonwealth of Virginia, in the sum of _____ (\$_____), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the said Principal, who intends to engage in the business of selling food or drink, including alcoholic beverages, for consumption, in the City of Portsmouth, registers with the Commissioner of the Revenue of said City, keeps adequate records, files reports in such form and at such times as may be prescribed by the Commissioner of the Revenue of said City, and makes proper payment to the City of Portsmouth of the taxes imposed by §35-407 of the Portsmouth City Code, then this obligation shall be void and of no effect; otherwise it shall remain in full force and effect.

Should the Surety wish to terminate its liability hereunder, it must give notice to the Principal and the Commissioner of the Revenue stating the effective date of such termination, which date shall not be less than sixty (60) days after the receipt of said notice by both the Principal and the Commissioner of the Revenue. Such notice shall not limit or terminate this agreement in respect to any indebtedness that arises prior to the effective date of such termination by the Surety.

IN WITNESS WHEREOF, on this the ____ day of _____, 20____, the said Principal has caused these presents to be executed on its behalf by _____, its President, and its corporate seal affixed hereto and attested by _____, its Secretary, and the said Surety has caused these presents to be executed on its behalf and corporate seal affixed hereto and attested by _____, its Attorney-in-Fact, duly authorized by a power of attorney, which has been recorded in the Clerk's Office of the Circuit Court of Portsmouth, or a copy of which is attached hereto.

(Principal)

(Surety)

By: _____
(President) (Seal)

By: _____
(Attorney-in-Fact) (Seal)

(Address)

By: _____
(Virginia Agent) (Seal)

(Secretary) (Seal)

Approved as to Form:

Approved as to Surety:

City Attorney)

(Commissioner of the Revenue)

Franklin D. Edmondson • Commissioner of the Revenue
Office of the Commissioner of the Revenue

801 Crawford Street • Portsmouth, VA 23704 • (757)393-8779 • Fax (757) 393-8604

THE CITY OF
PORTSMOUTH

MEAL TAX BOND

(Individual/Partnership)

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, That (we), _____, as Principal(s), and _____, a corporation duly organized and existing under the laws of the State of _____, and authorized to do business in the Commonwealth of Virginia, as Surety, are held and firmly bound unto the City of Portsmouth, a municipal corporation in the Commonwealth of Virginia, in the sum of _____ (\$ _____), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents; and the said Principal(s) hereby waive(s) the benefit of the Homestead Exemption as to this obligation.

The condition of this obligation is such that if the said Principal(s), who intend(s) to engage in the business of selling food or drink, including alcoholic beverages, for consumption, in the City of Portsmouth, register(s) with the Commissioner of the Revenue of said City, keep(s) adequate records, file(s) reports in such form and at such times as may be prescribed by the Commissioner of the Revenue of said City, and make(s) proper payment to the City of Portsmouth of the taxes imposed by §35-407 of the Portsmouth City Code, then this obligation shall be void and of no effect; otherwise it shall remain in full force and effect.

Should the Surety wish to terminated its liability hereunder, it must give notice to the Principal and the Commissioner of the Revenue stating the effective date of such termination, which date shall not be less than sixty (60) days after the receipt of said notice by both the Principal(s) and the Commissioner of the Revenue. Such notice shall not limit or terminate this agreement in respect to any indebtedness that arises prior to the effective date of such termination by the Surety.

IN WITNESS WHEREOF, on this the ____ day of _____, 20____, the said Principal(s) has/have hereunto affixed their hand(s) and seal(s), and the said Surety has caused these presents to be executed on its behalf and its corporate seal affixed hereto and attested by _____, its Attorney-in-Fact, duly authorized by a power of attorney, which has been recorded in the Clerk's Office of the Circuit Court of the City of Portsmouth, or a copy of which is attached hereto.

(Principal) (Seal)

(Witness)

(Principal) (Seal)

(Witness)

(Principal) (Seal)

(Witness)

(Surety)

By: _____
(Attorney-in-Fact)

By: _____
(Virginia Agent)

Approved as to Form:

Approved as to Surety:

(City Attorney)

(Commissioner of the Revenue)

Franklin D. Edmondson • Commissioner of the Revenue
Office of the Commissioner of the Revenue
801 Crawford Street • Portsmouth, VA 23704 • (757) 393-8779 • Fax (757) 393-8604



Temporary Food Vendor Checklist

Issued by: **Portsmouth Health Department**

Permit Determination

- **VDACS Permit is required:**
If you're selling ONLY prepackaged shelf-stable foods
- **VDH Temporary Food Establishment Permit is required:**
If you're preparing, assembling foods on site (e.g., tacos, barbecue, sandwiches), cooking, cooling, reheating, hot-holding food, handling open or exposed foods, serving beverages with ice, cut fruit, or dairy-based products

Vendor Submission Checklist (Due \geq 10 Days Prior)

- ☐ Temporary Food Establishment Application
- ☐ Certified Food Protection Manager Certificate
- ☐ \$40 Permit Fee or Proof of Prior Payment
- ☐ Previous Temporary Event Inspection (if applicable)

Event-Day Food Safety Compliance Checklist

- ☐ Certified Food Manager on site
- ☐ Handwashing station with warm water, 85°F, soap, paper towels, trash can
- ☐ Adequate equipment for cold holding at or below 41°F
- ☐ Adequate equipment for hot holding at or above 135°F
- ☐ Food thermometer available and in good working condition
- ☐ Gloves to prevent bare-hand contact with ready-to-eat food
- ☐ Food protected from contamination/cross-contamination
- ☐ Hair and/or beard restraints worn (as applicable)
- ☐ Garbage and wastewater collection/disposal Plan



Temporary Food Vendor Food Safety & Permit Requirements

Issued by: Portsmouth Health Department

PURPOSE AND EXPECTATIONS

The purpose of this document is to ensure that all food sold at the UMOJA Festival is safe, wholesome, and protected from contamination. All vendors are required to comply with applicable sections of the FDA Food Code 2022, the Virginia Food Regulations, and local enforcement policies. Failure to comply may result in delay of permit issuance, on-site correction orders, or closure of the food operation during the event.

Food safety is a shared responsibility. Vendors are expected to arrive fully prepared and in compliance on the day of the event.

SECTION 1: PERMITTING AUTHORITY (READ CAREFULLY)

Vendors Requiring a VDH Temporary Food Establishment Permit

- Preparing, cooking, cooling, reheating, or hot-holding food
- Handling open or exposed foods
- Assembling foods on site (e.g., tacos, barbecue, sandwiches)
- Serving beverages with ice, cut fruit, or dairy-based products

Vendors Requiring a VDACS Permit (NOT VDH)

- Prepackaged foods from an approved commercial source
- Shelf-stable foods such as baked goods, candies, chips, bottled drinks
- Foods regulated by the Virginia Department of Agriculture and Consumer Services (VDACS)

IMPORTANT: Vendors selling both prepackaged and open foods must obtain a VDH permit.

SECTION 2: REQUIRED DOCUMENTATION (DUE ≥ 10 DAYS BEFORE EVENT)

The following must be submitted to the Portsmouth Health Department no later than 10 days prior to the event:

- Temporary Food Establishment Application

- Certified Food Protection Manager (CFPM) Certificate (at least one certified individual per booth)
- \$40 Permit Fee, or proof of payment if already paid during the current or previous calendar year
- Previous Temporary Event Inspection Report (if applicable)

Submission Method

- In person or by email
- Payment accepted in person, by mail, or by phone

SECTION 3: PORTSMOUTH HEALTH DEPARTMENT ADDRESS AND WALK-IN HOURS

Address:

1701 High Street
Portsmouth VA 23701
(757) 393-8585

Walk in Hours:

Monday: 9:00 AM – 2:00 PM
Wednesday: 11:00 AM – 3:00 PM
Friday: 9:00 AM – 2:00 PM

Primary Contact

Robert Lonergan
Phone: (757) 393-4585 ext. 8576
Email: Robert.lonergan@vdh.virginia.gov

SECTION 3: DAY-OF-EVENT INSPECTIONS

- Health inspectors will conduct on-site inspections
- Vendors must have permit and CFPM documentation available
- Critical violations must be corrected immediately
- Failure to comply may result in closure of the booth

FINAL REMINDER

The UMOJA Festival is a community celebration. Safe food protects public health, your business reputation, and the success of the event. Vendors are expected to arrive fully prepared and compliant.

For questions prior to the event, contact the Portsmouth Health Department well in advance of the festival.