

**Special Event/Festival Information  
Relating to Vendors and/or Concessionaires:**

1. In addition to any vendor fee established by the special event or festival, all vendors and concessionaires **must** have a business license from the Commissioner of the Revenue prior to the event or festival. The \$50 fee should be payable by certified check, cashiers check or money order to Portsmouth City Treasurer. For information on business licenses, contact Ms. Margaret G. Julian at (757) 393-8714 ext. 2108
2. All businesses **selling food** must register with Ms. Gwendolyn 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.
3. All vendors and concessionaires will be responsible for reporting applicable state and local taxes.  
Commissioner of the Revenue: (757) 393-8771  
Virginia Department of Taxation (757) 455-3810
4. Requiring a 'Certificate of Insurance' from all vendors and concessionaires is strongly suggested, and in certain cases required for any event held on public property.
5. Supplying **completed** Electrical Request Forms in the required time frame is the responsibility of the Special Event/Festival organizer. The following form is to be included in the vendor packet:

**Vendor Electrical Request Form**

**Event Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_ **SS# or Fed. ID:** \_\_\_\_\_

**Vendor Contact Info: PHONES:**

**E-MAIL:**

**Business Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- All electrical equipment and cords must meet all electrical codes.
  - Vendors shall provide their own extension cords.
    - Vendors shall provide lights for tents.
  - Single-phase 115 volt only will be permitted for use.
- Your wiring should be standard cords with three-prong plugs.

- NO DIRECT Water Hook-ups.

### LOAD AND CURCUIT CHART

DESCRIPTION	# of each	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: \_\_\_\_\_

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