

This form is required for each individual, business or organization (including non-profits) that is providing or selling food or beverages at the event. Events held on public property must complete the electrical and water information on page 2.

**The VENDOR/SPONSOR must complete this form and submit to the event organizer.
 Incomplete forms will not be accepted. NO EXCEPTIONS.**

Event name: _____

GENERAL INFORMATION

Please select one: Vendor Sponsor

Business / organization name: _____

Business address: _____

Your name: _____ Phone: _____ Email: _____

On-site contact name: _____ Cell phone: _____

FOOD / BEVERAGES – check all that apply

Food / beverages will be: sampled sold provided by event (not sold to attendees)

Food / beverages will be served by: vendor/sponsor event staff caterer

Food is prepared / cooked:

food/beverage is pre-packaged in a church kitchen in a school cafeteria

in a mobile unit licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): _____ Mobile unit width: _____

Mobile unit serves from: Driver's side Passenger side

in a mobile unit **NOT** licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): _____ Mobile unit width: _____

Mobile unit serves from: Driver's side Passenger side

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat
 no heating/warming outdoors at the event site

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat
 heating/warming will occur outdoors at the event site
 outdoors at the event site

outdoors at the event site under a tent tent size: _____

Describe the food menu: _____

Describe beverage menu: _____

Identify all appliances / fuel types that will be on-site. Appliances / fuel types that are not indicated on this form may result in denial of the Fire inspection and/or denial of Health inspection or revocation of operating license/permit.

warmer / hotbox sterno fryer range grill smoker flat top griddle

electric appliance(s) – describe all: _____

wood charcoal propane tank – less than 500 lbs. a generator will be used to support operation

other: _____

OTHER SALES

Will other non-food products / merchandise be sold? yes no

If yes, please describe: _____