



NON-FOOD VENDOR AND SPONSOR INFORMATION PRODUCTS/SERVICES/INFORMATION/DISPLAY RESORT EVENTS ONLY

Resort Management - Special Events and Film Office

This form is required for each individual, business or organization (including non-profits) that will be at the event offering products, services or information to attendees. 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: _____

COMPLETE THE FOLLOWING - check all that apply

Describe your set-up. Indicate size or dimensions for all.

tent	tent size:	_____	
vehicle	length (include hitch if applicable):	_____	width: _____
trailer	length (include hitch if applicable):	_____	width: _____
display unit	length (include hitch if applicable):	_____	width: _____
other - describe :	_____		
	length (include hitch if applicable):	_____	width: _____

INDICATE WHAT IS OFFERED TO ATTENDEES OR DISPLAYED AT THE EVENT - check all that apply. Complete the corresponding sections for each.

products or merchandise	services	promotional display of items or information
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PRODUCTS OR MERCHANDISE - check all that apply

Products or merchandise will be: sold sampled / given away displayed only, not for sale

Describe the products or merchandise: _____

SERVICES

Describe the services offered: _____

Is there a fee or charge for the services? Yes No

PROMOTIONAL DISPLAY OF ITEMS OR INFORMATION

Describe what is being promoted: _____

COMPLETE PAGE 2 FOR EVENTS ON PUBLIC PROPERTY FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE

Office use only:

Event name: _____

Business / organization name: _____

COMPLETE FOR EVENTS ON PUBLIC PROPERTY - FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE

Electric source is not requested.

A generator will be used to support all electrical needs.

Electric source is requested.

Vendor/sponsor must provide a minimum of 100', 3-wire grounded cord acceptable for exterior use. All 110V 15 and 20 amp receptacles provided by City of Virginia Beach are GFCI protected. All equipment must be GFCI compliant. It is strongly suggested that you test all equipment before arriving on-site. Faulty equipment will NOT be permitted for use. City does not assume responsibility for faulty equipment.

Certain environmental conditions may impact the function of electrical services provided by City of Virginia Beach. All equipment and cords must be rated for outdoor and wet use to help minimize disruptions in service.

Complete the information below providing as much detail as possible. Equipment not listed will not be permitted for use. Be sure to include credit card machines, lights, etc.

For all 220V requests, a picture of the plug clearly showing the configuration, catalog# and or NEMA# must be submitted with the vendor form. Additional information may be required.

Example:



Equipment description	110 volts	220 volts	AMPS	Plug type

Water service: Water is required for any food preparation or cooking.

Water source is not requested

Water source is requested.

Vendor/sponsor must provide a minimum of 100', food grade water hose and nozzle.