



2019 RADFORD SPIRIT of AMERICA CELEBRATION

Thursday, July 4, 2019, Bisset Park-49 Berkley Williams Drive Radford, VA 24141

VENDOR APPLICATION INFORMATION

Craft Vendor Application Process

- Please complete the **Vendor Application** and return it to the **Radford Parks & Recreation Department, 200 George Street Radford, VA 24141**. Once the application has been received and approved, you will be contacted. **Payment is due at the time of application. Deadline for craft vendor applications is Friday June 28, 2019.**
- Starting this year, an **Application for Vendor License** will be needed. **Vendor license fee is \$5.75**. Please return your payment and enclosed paperwork to the **Commissioner of Revenue 619 Second Street Room 161 Radford, Va 24141**.

NO dangerous or bladed weapons sold. This includes knives of any length (open or closed), swords and martial arts weapons. Also, NO fireworks of any kind sold.

Food Vendor Application Process

Please complete the **Vendor Application** and return it to the address listed below. Additionally, food vendors must comply with the Virginia Health Department regulations.

- Complete the **"Temporary Health Department Event Application"** form. Please send a list of all foods you intend to sell and the prices for each. We reserve the right to set minimum prices.
- If you have a mobile unit or annual permit, please attach a copy.
- If you don't have a current permit, submit check for **\$40** made payable to **Radford City Health Department** with your application. Return all Health Department information along with your vendor form to the **Radford Parks and Recreation Department, 200 George Street, Radford, VA 24141**.
- Once the application has been received and approved, you will be contacted. **Payment is due at the time of application. Deadline for food vendor applications is Friday June 21, 2019.**
- Starting this year, an **Application for Vendor License** will be needed. **Vendor license fee is \$5.75**. Please return the enclosed paperwork and payment to the **Commissioner of Revenue, 619 Second Street Room 161 Radford, Va 24141**.
- Also this year, **Meals Tax** will be required. Enclosed is the **Meals Tax Registration Form** and **Computation Sheet**. Please submit the Meals Tax Registration Form **prior** to the event and the Meals Tax remittance within **10 days** after the event. Please send both to **Commissioner of Revenue, 619 Second Street Room 161 Radford, Va 24141**. **The Meals Tax remittance and Vendor License must be purchased in order to participate in any future Radford City Events.**

Vendor Policies and Procedures

- Each space measures 12' X 12'. As a returning vendor, every attempt will be made to accommodate your request for space.
- The City of Radford cannot assume liability for loss, damage or injury.
- The "Spirit of America" Celebration Committee reserves the right to reject applications, in which case your payment will be returned.
- **No refunds given after Friday June 21, 2019.**
- The completed application shall constitute the agreement to comply with all conditions.

Electrical Requirements

Electrical service is available to some merchandise booths and food vendors on a first-come, first-served basis. Access to these **electrical facilities** is an additional **\$10** to your booth rental. Please be sure to request electricity on your application so we may locate your booth accordingly. Early registration is encouraged due to a limited number of electrical circuits. Extension cords will not be provided and each vendor must bring their own extension cords. **Vendors must request and pay for electrical service at the time of application. If not requested and paid for, you will NOT be provided with electrical service.**

For further information, call Donna Wolfe (540) 731-3633 or Donna.Wolfe@radfordva.gov.