



**RETAIL (FOOD) VENDOR FORM
VIRGINIA BEACH POLYFEST**



PACIFIC ISLANDERS OF VIRGINIA (PIVA)
presents the *12th Annual*
Virginia Beach POLYFEST
August 3rd and August 4th 2018
24th Street Park, Virginia Beach Oceanfront

This form is required for each individual, business or organization (including non-profits) that will be at POLYFEST offering products, services or information to attendees. Please complete this form so that we may add your information to our roster of vendors. Completed forms must be received not later than Sunday June 3rd. PLEASE PRINT CLEARLY.

GENERAL INFORMATION

Business / Organization name: _____

Mailing address: _____ **Contact name:** _____

City: _____ **Contact phone:** _____

State/Zip: _____ **Contact email:** _____

Based on your food offerings, which category would your business primarily fit into?

Full meal / plate lunch vendor (example: teriyaki chicken+rice+salad+drink)

Snacks / other vendor (example: sno-cones, funnel cakes, popcorn, etc.)

Drinks vendor (example: tropical juice, smoothies, coffee, etc.)

VENDOR SPACE AND PRICING

Check the appropriate box to indicate your selection.

10' X 20' space **\$900.00** (\$800 vending fee plus \$100 refundable cleaning fee)

10' X 30' space **\$1,100.00** (\$1,000 vending fee plus \$100 refundable cleaning fee)

Vending fee is the cost to lease the space to vend for both days of the POLYFEST. This does not cover any additional fees or expenses that the vendor may incur in obtaining the required Permits and Licenses or complying with the city and state ordinances.

Cleaning fee. The City of Virginia Beach has very specific regulations and restrictions on the proper clean up and disposal of waste products. At the end of the POLYFEST, each space will be inspected by a representative from the city and PIVA. If no cleanup violations are found at your space, PIVA will refund your cleaning fee. Please allow 7-10 days for your refund check to arrive.

Retail (Food) Vendor Rules and Regulations:

1. Vendor space will be distributed in the order that your completed applications and payment are received.
2. Vendors must provide their own tents, tables, chairs, and any other supplies needed.
3. Vendors must ensure that all of their tent, equipment, supplies, etc., are contained within their designated space. If a vendor violates this rule, they will be asked to correct the discrepancy. If the discrepancy is not corrected in a timely manner, the vendor will be assessed an additional fee and/or asked to leave.
4. Vendors are responsible for obtaining the proper Business Permit and License required by the City of Virginia Beach.
5. Vendors may also be required to obtain a temporary restaurant permit from the Virginia State Health Department.

By signing below, I acknowledge that I have read, understand, and will abide by the Vendor Rules and Regulations as stipulated by Pacific Islanders of Virginia (PIVA) and the City of Virginia Beach.

Signature

Date

PAYMENT

Check the appropriate box to indicate the form of payment that you desire to use.

Cash

Check /
Money order

Credit card /
Debit card

PayPal

1. Payments by cash must be made in-person only. Do not send cash in the mail.
2. Payments by check or money order may be made in-person or through the mail. **Make check and money order payable to PIVA.**
3. Payments made by credit or debit card may be made in-person or through the PIVA website www.pacificislandersvirginia.com.
4. Payments made through PayPal may be made through the PIVA website: www.pacificislandersvirginia.com.
5. All in-person payments may be made by contacting Tricia Orpilla at (757) 500-1423.

*****REFUND POLICY*****

1. If the vendor cancels prior *July 4th 2018*, the vendor will receive 100% refund of monies that it has paid.
2. If the vendor cancels on or after *July 4th 2018*, the vendor will be assessed a \$200.00 Cancellation fee. The remainder of monies that it has paid will be refunded.
3. There will be NO REFUNDS if cancellation occurs on or after *August 1st 2018*.

DEADLINE DATE FOR APPLICATIONS IS *June 3rd 2018*

SEND COMPLETED FORM AND PAYMENT TO:

PIVA

P.O. Box 10411 Norfolk, Virginia 23513

If you have any questions, you may contact Tricia, or email vbpolyfest@gmail.com.

THANK YOU FOR YOUR SUPPORT!!