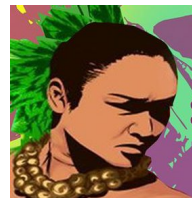




**RETAIL (NON-FOOD) VENDOR FORM
VIRGINIA BEACH POLYFEST**



PACIFIC ISLANDERS OF VIRGINIA (PIVA)
presents the 11th Annual
Virginia Beach POLYFEST
August 3rd-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 **Saturday, June 15th 2018**. PLEASE PRINT CLEARLY.*

GENERAL INFORMATION

Business / Organization name: _____

Mailing address: _____ Contact name: _____

City: _____ Contact phone: _____

State/Zip: _____ Contact email: _____

Description of your products / services: _____

VENDOR SPACE AND PRICING

Check the appropriate box to indicate your selection.

10' X 10' space \$300.00 10' X 20' space \$450.00

Retail (Non-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. *Non Food Vendors are not allowed to sell drinks or food.*

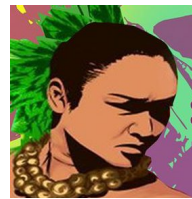
By signing below, I acknowledge that I have read, understand, and will abide by the Vendor Rules and Regulations as stipulated by Pacific Islanders of Virginia (PIVA) and the City of Virginia Beach.

Signature

Date



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



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) 816-9205.

DEADLINE DATE FOR APPLICATIONS IS JUNE 3, 2017
SEND COMPLETED FORM AND PAYMENT TO:

PIVA c/o Levy Apelu
Pacific Islanders of Virginia (PIVA)
P.O.Box 10411 Norfolk, VA 23513
(757) 816-9205 (Tricia Orpilla)

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

THANK YOU FOR YOUR SUPPORT!!

Business License inquiries, please contact the Commissioner of Revenue office at (757) 427-4515.

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

1.If the vendor cancels prior to 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.