

Vendor Information

The completed application & your two checks must be received by Hope House Foundation by March 8, 2010.

Return the signed application and your deposit & space fee checks to:

Hope House Foundation/SGAF

801 Boush St., Suite 302

Norfolk, Virginia 23510

Notification of vendor selection will be mailed the week of March 15, 2010 . If you're not selected, your checks will be returned. Checks should be payable to **Hope House Foundation**.

Name of Organization _____

Mailing Address _____

Phone _____ Contact Person _____

1. Please indicate the type of booth desired:

Major Vendor: \$450 for a 15' x 15' space (8-9 available)

Specialty/Cart Vendor: \$375 (3-5 available)

2. Please describe fully all food items for **sale & include prices**.

3. Describe size & type of structure (tent, trailer, pushcart, other)

4. **Your booth must be totally self-contained as WE DO NOT HAVE ACCESS TO ELECTRICITY.**

Each vendor is responsible for set-up and tear-down. Space is limited to a 15' x 15' area for each major vendor, and less for each cart vendor.

5. **Remember to enclose a separate clean-up deposit check for \$50.**

6. Vendors are required to have menu prices listed outside the tent clearly visible to customers.

7. By submitting this application vendor commits to show if accepted. No refunds will be made for cancellations. The Vendor agrees to hold harmless Hope House Foundation and/or the City of Norfolk for any liability.

Signature of Authorized Representative

Date

HOPE HOUSE
Stockley Gardens
Arts Festival

Vendor Information

Festival Hours: Saturday, May 15th, 10:00 am – 6:00 pm
Sunday, May 16th, Noon – 6:00 pm

Set-up time: Friday, May 14th, 11:00 am – 7:00 pm
Saturday, May 15th, 7:30 am – 9:30 am
Sunday, May 16th, 9:30 am – Noon

Location & Costs:

The festival will take place in historic Stockley Gardens, on the Hague in Ghent, Norfolk. **ALL BOOTHS MUST BE SELF-CONTAINED AS THERE IS NO ELECTRICITY AVAILABLE FOR THE VENDORS. Generators must be muffled!** (This will be strictly enforced). Booth locations will be assigned at the discretion of the Arts Festival Committee, and menu limitations may be requested in order to avoid duplications.

There is a \$50 clean-up deposit required by all Food Vendors. If your site is left in a clean and orderly manner, the deposit check will be returned to you uncashed.

A 15' x 15' space for the festival costs \$450, and space for a pushcart is \$375. Notification of vendor selection will be mailed the week of March 15, 2010. If chosen to sell concessions, you'll be responsible to supply the following information by April 19, 2010. **(Do not do any of this until you are notified of selection!)**

To the Office of Cultural Affairs: **(Not to Hope House)**

1. Completed vendor lease agreement. This form will be mailed to you upon acceptance. The fee is \$50, made payable to Norfolk City Treasurer.
2. Copy of your business license.
3. Certificate of Insurance indicating the dates of the event and the City of Norfolk its agents, volunteers and employees, and Hope House Foundation its agents, volunteers and employees as additional insured. (Please use the exact wording indicated.)

To the Department of Public Health for the City of Norfolk: **(Not to Hope House)**

1. Completed Application for Temporary Food Permit for the City of Norfolk. This will also be mailed to you upon acceptance. The fee is \$40.

To the Norfolk Commissioner of the Revenue: **(Not to Hope House)**

1. Completed application for a City of Norfolk 2009 Special Event Business License. This will also be mailed to you upon acceptance, and must be completed if you do not already have a 2010 Special Event Business License with the City of Norfolk. The fee is \$50.

We appreciate your interest in participating in Hope House Foundation's 26th Annual Stockley Gardens Spring Arts Festival. If you have any questions, please call Elena Berry/ Festival Director or Stephanie Kaplan/ Festival Coordinator at (757) 625-6161.

