



# VENDOR AND SPONSOR INFORMATION FOOD OR BEVERAGE PROVIDERS RESORT EVENTS ONLY

Resort Management - Special Events and Film Office

This form is required for each individual, business or organization (including non-profits) that is providing or selling food or beverages at the event. 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: \_\_\_\_\_

## FOOD / BEVERAGES - check all that apply

Food / beverages will be:            sampled                      sold                      provided by event (not sold to attendees)

Food / beverages will be served by:            vendor/sponsor                      event staff                      caterer

Food is prepared / cooked:

food/beverage is pre-packaged                      in a church kitchen                      in a school cafeteria

in a mobile unit licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): \_\_\_\_\_ Mobile unit width: \_\_\_\_\_

Mobile unit serves from:            Driver's side                      Passenger side

in a mobile unit **NOT** licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): \_\_\_\_\_ Mobile unit width: \_\_\_\_\_

Mobile unit serves from:            Driver's side                      Passenger side

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat  
no heating/warming outdoors at the event site

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat  
heating/warming will occur outdoors at the event site

outdoors at the event site

outdoors at the event site under a tent            tent size: \_\_\_\_\_

Describe the food menu: \_\_\_\_\_

Describe beverage menu: \_\_\_\_\_

## Identify all appliances / fuel types that will be on-site. Appliances / fuel types that are not indicated on this form may result in denial of the Fire inspection and/or denial of Health inspection or revocation of operating license/permit.

warmer / hotbox            sterno                      fryer                      range                      grill                      smoker                      flat top griddle

electric appliance(s) - describe all: \_\_\_\_\_

wood                      charcoal                      propane tank - less than 500 lbs.                      a generator will be used to support operation

other: \_\_\_\_\_

## OTHER SALES

Will other non-food products / merchandise be sold?            yes                      no

If yes, please describe: \_\_\_\_\_

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

**Office use only:**

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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.