

**VIRGINIA BEACH INTERNATIONAL CARNIVAL
VENDOR INFORMATION PACKAGE & APPLICATIONS
4831 COLUMBUS ST. BOX 2175,
VIRGINIA BEACH VA 23466**



[This application can be found online at www.vbintl carnival.com. Read the following information carefully and mail the completed application with payments. Please make a copy of the completed application for your own records.
PLEASE NOTE: Submitting the application and fees is not an indication of your acceptance.]

Important Dates

Application Deadline:	Friday June 28th, 2024
Certificate of Insurance Due NLT: Festival Date:	Friday July 5th, 2024
Festival Dates/Time:	Thursday July 18th, 2024, 4pm – 11pm Friday, July 19th, 2024, 6pm – 10pm Saturday July 20th, 2024, 10am – 11pm Sunday July 21st, 2024, 11am - 6pm

HOW TO APPLY

The 2024 Virginia Beach International Carnival (VBIC) is pleased to offer marketing opportunities to organizations as an avenue to reach an expected 5,000 guests that attend the festival. After reading the rules and regulations, complete the 2024 Virginia Beach International Carnival Merchant Application and submit along with the appropriate fee and deposit. Applications will be reviewed, and space offered based on space and availability. **All payments MUST** accompany the application to be processed and considered for acceptance.

Please note: All communications before, during & after the event are executed via email or phone.

All applicants are required to have a valid email address and phone number to participate.

Please make sure to read all information, print a copy for your records and return signed copies of the following:

- City of Va Beach Application (food or non-food)
- VBIC Vendor Agreement & Application
- Insurance Certificate (must be received before space can be allocated)

Payment in FULL must accompany your application. A \$35 service fee will be charged for returned checks of accepted organizations. Make checks payable to "**Virginia Beach International Carnival**". We only accept payment in the form of a check, **Zelle: vbintl carnival@gmail.com** or money order, no credit cards will be accepted.

Mail completed application along with fees to:

Virginia Beach International Carnival
4831 COLUMBUS ST. BOX 2175,
VIRGINIA BEACH VA 23466

Payment will be returned to organizations that are not accepted. See "Vendor Form & Agreement" for detailed information regarding vendor fees. All checks of accepted vendors will be deposited when notified of acceptance. After this date there will be no refunds issued.

Questions? Contact info@vbintl carnival.com

ALL organizations are contracted to be open and fully operational during Event hours.

The event will go on rain or shine.

Dear Prospective Vendor:

Welcome to the Virginia Beach International Carnival to be held on July 18th through 21st at Virginia Beach Boardwalk. Applications are due **NLT JULY 5TH, 2024**. The Event Organizer will not be responsible for delays in the mail. Here are the specific mandatory requirements:

- Food/Dessert Vendor (Business License and Temporary Food Service Permit required)
- Retail Vendor (Business License required)
- Arts & Crafts Vendor (Business License not required)
- Educational / Informational (Business License not required)
- Sponsor (Business License not required)

- Business License Permit: \$50.00 (Except Arts & Crafts Vendor)
- Temporary Food Service Permit: \$40.00 (Food Vendor only)
- Insurance: Not provided by organizer – Must provide your own insurance.
- Clean-up/Environmental Fee Deposit: \$150.00 (NON-REFUNDABLE) Note:

All applicable fees **MUST** be submitted with your application, or it will not be processed.

NOTE: Virginia Beach Business License Office at (757) 385-4515. Vendors are encouraged to provide their own source of power. Generators shall not create a disruptive noise. Vendors must provide their own extension cords and means to cover them to avoid trip hazards. Outdoor use extension cords (three-prong type approved for outdoor use only) and a food grade water hose (food vendors only).

The following will be considered during the selection process: Quality and value to our guests, uniqueness of menu, profitability potential and prior event experience. You will be notified by email of our decision. The overall appearance and presentation of your booth is critical to the overall feeling of the festival and to your retail success. We want to ensure that everyone has the best possible experience. The festival staff determines booth placement.

For further information, email: info@vbintl carnival.com or visit <https://vbintl carnival.com/>

Sincerely,

VA Beach International Carnival Team

Rules & Regulations

(Please keep pgs. 4 – 7 for your records)

Vendor Description

- Food / Juices: Selling food / juices – Includes Food Trucks.
- Dessert: Selling ice cream / snow cone, popcorn, cakes, corn, edibles, etc. Retail: Selling merchandise (i.e., clothing, flags, Jewelry, Hats, CD/DVDs, etc.) Arts & Crafts: Selling “handcrafted” products only.
- Amusement: Providing games/face-painting/inflatables, etc.
- Educational: Selling educational products only.
- Informational: Providing business information or promotional materials (free services) Sponsor: Providing free gifts/information, promotional materials, or free services.

After reading the rules and regulations, complete the application and submit, with payment. Full payment for your booth and separate clean-up deposit must accompany the application to be considered.

I. VENDING BOOTHS:

- a. ALL PROCEEDS from vendor sales belong to the vendor. No commissions will be assessed.
- b. STORAGE OF MATERIALS during the event must be confined within the area assigned to you.
 - Plan for storage within your area when designing the configuration of your booth area.
 - Booth space will be limited to 10 feet by 10 feet (Food /Dessert).
 - Food Vendors requiring over 20 feet will be required to purchase an additional space.
- c. VENDORS ARE EXPECTED to provide their own tables and display boards. Do not tape, tack, or otherwise affix any materials or signs to trees, lamp posts or other surfaces.
- d. VENDORS ARE RESPONSIBLE for transporting and placing their own booths. Labor to erect booths will not be provided.
- e. NO VENDORS OR THEIR REPRESENTATIVES shall conduct themselves in a manner offensive to general standards of decency or good taste. The festival organizer reserves the right to screen all booths and exclude inappropriate items. In the event of inappropriate behavior, the booth will be forced to close, and all fees will be forfeited.
- f. WHEN VACATED, booth space must be left clear of paper, packing materials, trash, and any other debris. Do not discard cartons or packing materials anywhere in the festival area. These items must be stored in your vehicle and taken with you upon departure or placed in the dumpsters or trash cans provided.
- g. **VENDOR SET-UP will begin at 6 am on Thursday July 18th, 2024. All booths must be fully set up and operational by 11 am on Thursday July 18th, 2024, through July 21st, 2024, and remain open until end of Last Lap at 5 pm, July 21st, 2024, and remain until end of event at 6pm at the latest. Times are subject to change.**
- h. **FIRE MARSHALL – shall be on premises to inspect ALL vendors. Please be advised Permits are required for businesses that pose unique dangers to occupants.**

TAX INFO: Vendors are responsible for collecting and paying the 6% Virginia meals tax at the time of sale and for reporting earnings to the IRS. The Commissioner of Revenue will mail you the Sales Tax Forms.

- I. You **MUST** return this form no later than the 20th of the month after the festival. If you have any questions or do not receive your form, please contact (757) 385-4445 for further details.

Mail taxes to:

Commissioner of the Revenue
2401 Courthouse Drive
Virginia Beach VA 23456

- II. TENT INFORMATION: Only commercial grade tents are allowed for food booths and MUST be Flame Retardant/Resistant (a flame retardant/resistant certificate shall be kept on site).
- a. Residential tents are allowed for Retail / Arts & Crafts / Informational / Educational booths only. All tents must be anchored with cinderblocks, sandbags, or ground stakes.
- III. Note: Only the tent size provided on the application will be allowed to set up. No joining of tents is allowed. **If your tent size is larger than what is on your application, you will be charged an extra fee of \$100.00.**
- IV. FOOD TRUCKS - For a mobile food vendor (food truck) to operate under current zoning regulations, the operator would need to apply for a Peddler's Permit.
- Vehicles are not allowed to drive on grassy areas. Please use designated driving paths only during load and unload periods. Please do not leave your vehicle unattended, unload or load as quickly as possible. The breakdown of your tent must not start before 9:00 p.m. However, some packing and cleaning are allowed to take place early to speed up the breakdown process. No vehicles will be allowed in the festival area for loading until it is deemed safe and appropriate by Virginia Beach City Officials.
 - No vehicles are permitted to drive on-site while events are in progress at any time! The maximum time vehicles are allowed to unload on-site - 45 minutes. The vendor is responsible for offsite parking. No passes will be issued for free parking. Please obey all traffic laws. Parking for the day is available in a variety of parking garages/lots near the park. Special Events \$10.00 All Day Parking in Garages.
- V. TRASH, OIL DISPOSAL & WATER ACCESS: Vendor must dispose of all trash in the designated on-site dumpster or request assistance from Festival staff after trash is bagged. No trash will be picked up if not bagged. All gray water and grease must be disposed of in the designated wastewater area on-site (no food items allowed).
- VI. EVENT BREAKDOWN: All booths MUST be broken down, packed and area cleaned no later than 12:00 a.m. Sunday for inspection of your area. Any vendor failing to completely clean-up their area(s) risk not being accepted for participation at the following year's Festival. Vendor shall be responsible for policing and maintaining a neat and orderly appearance in and around their concession area. To this end, vendor will provide trash bins/bags as

receptacles for their own use and for the use of their patrons, at their booth.

- VII. **TURF DAMAGE:** Upon your acceptance into the event, food vendors must provide adequate ground cover to protect the grass or ground surface. This should be landscape quality filter fabric / roofing felt paper material. Food vendors must also provide adequate protection from grease and ash spillage. Plywood or other like material **MUST** be placed under any fryer or grill and vehicle wheels. Vendors will be held financially responsible for any damage done to the turf.
- VIII. **COMPLIANCE WITH LAWS:** Vendor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of its work. A vendor represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional license and permits necessary for performance of this contract prior to the initiation of work. Vendor shall always observe all health and safety measures and precautions necessary for the sanitary and safe performance of Vendor's obligations hereunder. LP tanks must be kept at least 10 feet away from cooking appliances or ignition sources with relief valves directed away from the interior of the tent. All LP connections must be "leak tested" before lighting appliances. The use of long matches or electric matches is recommended for light appliances.
- IX. **ELECTRICAL REQUIREMENT: POWER** is available on site. Each outlet is 110 volts, 20 amps. Additional Fee, required for 220 volts. Portable, quiet generators are permitted. It is very important that you list each item or appliance that you are going to plug in. Each vendor must bring their own extension cords. Extension cord shall be of the three-prong type approved for outdoor use only and shall not be subject to physical damage by pedestrian or vehicular damage. Cords should be a minimum length of 50ft. All extension cords should be appropriate for the equipment being used.
- X. A fully charged UL approved **FIRE EXTINGUISHER** (40BC or K type) with a minimum rating of 4A or two (2) fire extinguishers with a rating of 2A is required. All equipment must meet Virginia Occupational Safety and Health standards (**NO EXCEPTIONS**). Cooking tents will either have 1- 40BC or K type extinguisher location accessible and visible to all occupants of the tent for immediate use. All areas with "pig cookers" shall have a fire extinguisher. The extinguishers must have current inspection tags and be operational. Newly purchased fire extinguishers may use the sales slip to show the inspector that they are within code.
- XI. **COPYRIGHT INFRINGEMENT ACTIONS:** Should vendor present or allow the presentation of any, composition, work, or material covered by copyright, or furnish any product covered by registered trademark, the Vendor agrees to defend, indemnify and save harmless the City of Virginia Beach, and Virginia Beach International Carnival and their staff, agents or employees, for any loss, damage, or expense arising from any claim, allegation or suit for infringement of such copyright or registered trademark.

The name “Virginia Beach International Carnival” is a trademark and MAY NOT BE USED to personalize any items sold at the festival unless the Festival Committee has negotiated, approved, and issued an exclusive Special Activities Contract with you, and arrangements have been made for the festival to receive full commissions or royalties on the sale of that merchandise. DO NOT ATTEMPT to use the name or any variation thereof on shirts, other articles of clothing or merchandise of any kind. Violators will be fully prosecuted.

- XII. CITY AND EVENT ORGANIZERS ARE NOT LIABLE FOR LOSS OR DAMAGE: The City of Virginia Beach, and VBIC Event Organizers (Production Team, System Sound, etc.) shall not be liable for any loss or damage to machinery, equipment, merchandise, paraphernalia, costumes, clothing, booths, stands, exhibit materials, or any other property of the Vendor, or Vendor's agents, employees, patrons, or guests, caused by theft, riots, strikes, civil commotion, fire, acts of God, or any other cause of whatever kind of nature. The City of Virginia Beach and Event Organizer shall not be responsible for charges or expenses on any materials, merchandise, properties, printed or advertising matter or otherwise, delivered to the Vendor. The City of Virginia Beach and VBIC Event Organizers (Production Team, System Sounds, etc.) will not receive materials/products on behalf of a Vendor.

VIRGINIA BEACH INTERNATIONAL CARNIVAL
4831 COLUMBUS ST. BOX 2175,
VIRGINIA BEACH VA 23466
Ph: 757-713-3890/Email: info@vbintl carnival.com

2024 CARNIVAL FOOD VENDOR FORM AND AGREEMENT BOOTH
VENUE: 24th Street Stage ARENA - July 19th through July 20th, 2024.

*** Please adhere to load in and load out policy ***

COMPANY/ORGANIZATION: _____

(Please Print)

Contact Person/Title: _____

Mailing Address: _____

(City) _____ (State) _____ (Zip Code) _____

Phone: (_____) _____ Email: _____

FOOD BOOTH PRICES: ABSOLUTELY NO STYROFOAM PLATES, CUPS OR CONTAINERS

Feb 24th – March 15th - \$1,300 (**EARLY BIRD FULL PAYMENT MUST BE RECEIVED BY 03/15/2024**)

March 16th – April 26th, 2024 - \$1,700.00)

April 27th – July 5th - \$2,000

NO SPACE IS GUARANTEED UNTIL PAYMENT IS MADE IN FULL. BOOTH PAYMENTS ARE NON-REFUNDABLE.

ABSOLUTELY NO SALE OF BOOTHS AFTER FRIDAY JULY 5TH 2024. ARENA ONLY – SET UP ON JULY 18TH 2024.

A mandatory environmental NRF fee of \$150 per vendor will be charged.

Payment by Cashier's Checks or Money Orders only, payable to VIRGINIA BEACH INTERNATIONAL CARNIVAL and mailed or delivered to the above address or ZELLE PAYMENT TO: VBINTLCARNIVAL@GMAIL.COM

REQUIRED Quantity of Spaces (size is 10' x 10'): _____

Description of items to be sold (must be completed for processing): _____

It is understood and agreed that Vendors, their agents and/or assigns shall indemnify, hold harmless and defend VIRGINIA BEACH INTERNATIONAL CARNIVAL (VBIC), its corporate sponsors, (PLUS VENUE & ADDITIONAL ENTITIES AS REQUIRED) from all liability for loss, damage, or injury to any person or property in any manner arising out of or incident to this Vendor Agreement or the performance of its terms and provisions. Vendors shall be solely responsible for securing, at their sole cost, workers' compensation insurance, disability insurance, liability insurance and any other insurance as may be required by law. VBIC reserves the right to change the Carnival Venue, if necessary. This application shall not be processed without full payment for the designated space(s). It is further understood and agreed that the space(s) listed below may not be available at the time of purchase and the undersigned shall accept the space(s) designated by VBIC Vending Committee. No space(s) may be subleased at any time during the event. Vendor space(s) is(are) considered non-transferrable, non-exchangeable, and non-refundable, and all sales are considered final. No space shall be confirmed until payment is made in full, given the nature of the event, venue location and layout are subject to change. VBIC shall retain the sole rights for the sale of beer, alcoholic and non-alcoholic beverages, including water on any and all of our Events. Violators are subject to immediate removal by the Police and/or Security, and there will be no refunds. The undersigned has read and understood the above and has agreed to adhere to the guidelines as stipulated in the VBIC – VENDOR GUIDELINES AND AGREEMENT.

(Authorized Vendor Signature)

(Date)

OFFICIAL RECEIPT – FOOD BOOTH SPACE # _____

AMOUNT RECEIVED \$ _____ PAYMENT TYPE _____ INSURANCE RECEIVED _____

VBIC REP _____ Date _____

VIRGINIA BEACH INTERNATIONAL CARNIVAL
4831 COLUMBUS ST. BOX 2175,
VIRGINIA BEACH VA 23466
Ph: 757-713-3890/Email: info@vbintl carnival.com

2024 CARNIVAL NON-FOOD VENDOR FORM AND AGREEMENT BOOTH
VENUE: 24th Street Stage and Boardwalk, July 18th through July 21st 2024.

*** Please adhere to load in and load out policy ***

COMPANY/ORGANIZATION: _____

(Please Print)

Contact Person/Title: _____

Mailing Address: _____

(City) _____ (State) _____ (Zip Code) _____

Phone: (_____) _____ Email: _____

NON-FOOD VENDOR PRICES:

Feb 24th – March 15th - \$450 (**EARLY BIRD FULL PAYMENT MUST BE RECEIVED BY 03/15/2024**)

March 16th – April 26th, 2024 - \$650)

April 27th – June 30th - \$750

NO SPACE IS GUARANTEED UNTIL PAYMENT IS MADE IN FULL. BOOTH PAYMENTS ARE NON-REFUNDABLE.

ABSOLUTELY NO SALE OF BOOTHS AFTER FRIDAY JULY 5TH 2024.

A mandatory environmental NRF fee of \$150 per vendor will be charged.

Payment by Cashier's Checks or Money Orders only, payable to VIRGINIA BEACH INTERNATIONAL CARNIVAL and mailed or delivered to the above address or ZELLE PAYMENT TO: VBINTLCARNIVAL@GMAIL.COM

Quantity of Spaces (size is 10' x 10'): ____

Description of items to be sold (must be completed for processing): _____

It is understood and agreed that Vendors, their agents and/or assigns shall indemnify, hold harmless and defend VIRGINIA BEACH INTERNATIONAL CARNIVAL (VBIC), its corporate sponsors, (PLUS VENUE & ADDITIONAL ENTITIES AS REQUIRED) from all liability for loss, damage, or injury to any person or property in any manner arising out of or incident to this Vendor Agreement or the performance of its terms and provisions. Vendors shall be solely responsible for securing, at their sole cost, workers' compensation insurance, disability insurance, liability insurance and any other insurance as may be required by law. VBIC reserves the right to change the Carnival Venue, if necessary. This application shall not be processed without full payment for the designated space(s). It is further understood and agreed that the space(s) listed below may not be available at the time of purchase and the undersigned shall accept the space(s) designated by VBIC Vending Committee. No space(s) may be subleased at any time during the event. Vendor space(s) is(are) considered non-transferrable, non-exchangeable, and non-refundable, and all sales are considered final. No space shall be confirmed until payment is made in full, given the nature of the event, venue location and layout are subject to change. VBIC shall retain the sole rights for the sale of beer & alcoholic beverages on any and all of our Events. Violators are subject to immediate removal by the Police and/or Security, and there will be no refunds.

The undersigned has read and understood the above and has agreed to adhere to the guidelines as stipulated in the VBIC –VENDOR GUIDELINES AND AGREEMENT.

(Authorized Vendor Signature)

(Date)

OFFICIAL RECEIPT – FOOD BOOTH SPACE # _____

AMOUNT RECEIVED \$ _____ PAYMENT TYPE _____ INSURANCE RECEIVED _____

VBIC REP _____ Date _____

VIRGINIA BEACH INTERNATIONAL CARNIVAL
4831 COLUMBUS ST. BOX 2175,
VIRGINIA BEACH VA 23466
Ph: 757-713-3890/Email: info@vbintl carnival.com

2024 CARNIVAL FOOD VENDOR FORM AND AGREEMENT BOOTH
VENUE: 24th Street Stage and Boardwalk, July 18th through July 21st 2024.

*** Please adhere to load in and load out policy ***

COMPANY/ORGANIZATION: _____

(Please Print)

Contact Person/Title: _____

Mailing Address: _____

(City) _____ (State) _____ (Zip Code) _____

Phone: (____) _____ Email: _____

FOOD BOOTH PRICES: ABSOLUTELY NO STYROFOAM PLATES, CUPS OR CONTAINERS

Feb 24th – March 15th - \$1,400 (**EARLY BIRD FULL PAYMENT MUST BE RECEIVED BY 03/15/2024**)

March 16th – April 26th, 2024 - \$1,800.00)

April 27th – June 30th - \$2,000

NO SPACE IS GUARANTEED UNTIL PAYMENT IS MADE IN FULL. BOOTH PAYMENTS ARE NON-REFUNDABLE.

ABSOLUTELY NO SALE OF BOOTHS AFTER FRIDAY JULY 5TH 2024. BOARDWALK ONLY

A mandatory environmental NRF fee of \$150 per vendor will be charged.

Payment by Cashier's Checks or Money Orders only, payable to VIRGINIA BEACH INTERNATIONAL CARNIVAL and mailed or delivered to the above address or ZELLE PAYMENT TO: VBINTLCARNIVAL@GMAIL.COM

Quantity of Spaces (size is 10' x 10'): _____ (Buses; Trailers, Trucks or Vans must secure two or more spaces).

Description of items to be sold (must be completed for processing): _____

It is understood and agreed that Vendors, their agents and/or assigns shall indemnify, hold harmless and defend VIRGINIA BEACH INTERNATIONAL CARNIVAL (VBIC), its corporate sponsors, (PLUS VENUE & ADDITIONAL ENTITIES AS REQUIRED) from all liability for loss, damage, or injury to any person or property in any manner arising out of or incident to this Vendor Agreement or the performance of its terms and provisions. Vendors shall be solely responsible for securing, at their sole cost, workers' compensation insurance, disability insurance, liability insurance and any other insurance as may be required by law. VBIC reserves the right to change the Carnival Venue, if necessary. This application shall not be processed without full payment for the designated space(s). It is further understood and agreed that the space(s) listed below may not be available at the time of purchase and the undersigned shall accept the space(s) designated by VBIC Vending Committee. No space(s) may be subleased at any time during the event. Vendor space(s) is(are) considered non-transferrable, non-exchangeable, and non-refundable, and all sales are considered final. No space shall be confirmed until payment is made in full, given the nature of the event, venue location and layout are subject to change. VBIC shall retain the sole rights for the sale of beer & alcoholic beverages on any and all of our Events. Violators are subject to immediate removal by the Police and/or Security, and there will be no refunds. The undersigned has read and understood the above and has agreed to adhere to the guidelines as stipulated in the VBIC –VENDOR GUIDELINES AND AGREEMENT.

(Authorized Vendor Signature)

(Date)

OFFICIAL RECEIPT – FOOD BOOTH SPACE # _____

AMOUNT RECEIVED \$ _____ PAYMENT TYPE _____ INSURANCE RECEIVED _____

VBIC REP _____ Date _____

VIRGINIA BEACH INTERNATIONAL CARNIVAL
4831 COLUMBUS ST. BOX 2175,
VIRGINIA BEACH VA 23466
Ph: 757-713-3890/Email: info@vbintl carnival.com

2024 CARNIVAL FOOD TRUCK FORM AND AGREEMENT BOOTH
VENUE: 24th Street Stage and Boardwalk, July 18th through July 21st 2024.

*** Please adhere to load in and load out policy ***

COMPANY/ORGANIZATION: _____

(Please Print)

Contact Person/Title: _____

Mailing Address: _____

(City) _____ (State) _____ (Zip Code) _____

Phone: (____) _____ Email: _____

FOOD TRUCK PRICES: ABSOLUTELY NO STYROFOAM PLATES, CUPS OR CONTAINERS

Feb 24th – March 15th - \$1300 Early Bird (**FULL PAYMENT MUST BE RECEIVED BY 03/15/24**)

March 16th – April 26th, 2024 - \$1600

April 27th – July 5th - \$2000

NO SPACE IS GUARANTEED UNTIL PAYMENT IS MADE IN FULL. T R U C K PAYMENTS ARE NON-REFUNDABLE.

ABSOLUTELY NO SALE OF BOOTHS AFTER FRIDAY JULY 5TH 2024.

A mandatory environmental NRF fee of \$150 per vendor will be charged.

Payment by Cashier's Checks or Money Orders only, payable to VIRGINIA BEACH INTERNATIONAL CARNIVAL and mailed or delivered to the above address or ZELLE PAYMENT TO: VBINTLCARNIVAL@GMAIL.COM

Quantity of Spaces (size is 10' x 20'): _____ **BOARDWALK ONLY**

Description of items to be sold (must be completed for processing): _____

It is understood and agreed that Vendors, their agents and/or assigns shall indemnify, hold harmless and defend VIRGINIA BEACH INTERNATIONAL CARNIVAL (VBIC), its corporate sponsors, (PLUS VENUE & ADDITIONAL ENTITIES AS REQUIRED) from all liability for loss, damage, or injury to any person or property in any manner arising out of or incident to this Vendor Agreement or the performance of its terms and provisions. Vendors shall be solely responsible for securing, at their sole cost, workers' compensation insurance, disability insurance, liability insurance and any other insurance as may be required by law. VBIC reserves the right to change the Carnival Venue, if necessary. This application shall not be processed without full payment for the designated space(s). It is further understood and agreed that the space(s) listed below may not be available at the time of purchase and the undersigned shall accept the space(s) designated by VBIC2 Vending Committee. No space(s) may be subleased at any time during the event. Vendor space(s) is(are) considered non-transferrable, non-exchangeable, and non-refundable, and all sales are considered final. No space shall be confirmed until payment is made in full, given the nature of the event, venue location and layout are subject to change. VBIC shall retain the sole rights for the sale of beer & alcoholic beverages on any and all of our Events. Violators are subject to immediate removal by the Police and/or Security, and there will be no refunds. The undersigned has read and understood the above and has agreed to adhere to the guidelines as stipulated in the VBIC –VENDOR GUIDELINES AND AGREEMENT.

(Authorized Vendor Signature)

(Date)

OFFICIAL RECEIPT – FOOD BOOTH SPACE # _____

AMOUNT RECEIVED \$ _____ PAYMENT TYPE _____ INSURANCE RECEIVED _____

VBIC REP _____ Date _____

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Ph: 757-713-3890/Email: info@vbintl carnival.com

2024 CARNIVAL DESSERT VENDOR FORM AND AGREEMENT BOOTH
VENUE: 24th Street Stage and Boardwalk, July 18th through July 21st 2024.

*** Please adhere to load in and load out policy ***

COMPANY/ORGANIZATION: _____

(Please Print)

Contact Person/Title: _____

Mailing Address: _____

(City) _____ (State) _____ (Zip Code) _____

Phone: (_____) _____ Email: _____

FOOD BOOTH PRICES: ABSOLUTELY NO STYROFOAM PLATES, CUPS OR CONTAINERS

Feb 24th – March 15th - \$450 Early Bird (FULL PAYMENT MUST BE RECEIVED BY 03/15/24)

March 16th – April 26th, 2024 - \$550

April 27th – June 30th - \$650

NO SPACE IS GUARANTEED UNTIL PAYMENT IS MADE IN FULL. BOOTH PAYMENTS ARE NON-REFUNDABLE.

ABSOLUTELY NO SALE OF BOOTHS AFTER FRIDAY JULY 5TH 2024.

A mandatory environmental fee of \$150 per vendor will be charged.

Payment by Cashier's Checks or Money Orders only, payable to VIRGINIA BEACH INTERNATIONAL CARNIVAL and mailed or delivered to the above address or ZELLE PAYMENT TO: VBINTLCARNIVAL@GMAIL.COM

Quantity of Spaces (size is 10' x 10'): _____

Description of items to be sold (must be completed for processing): _____

It is understood and agreed that Vendors, their agents and/or assigns shall indemnify, hold harmless and defend VIRGINIA BEACH INTERNATIONAL CARNIVAL (VBIC), its corporate sponsors, (PLUS VENUE & ADDITIONAL ENTITIES AS REQUIRED) from all liability for loss, damage, or injury to any person or property in any manner arising out of or incident to this Vendor Agreement or the performance of its terms and provisions. Vendors shall be solely responsible for securing, at their sole cost, workers' compensation insurance, disability insurance, liability insurance and any other insurance as may be required by law. VBIC reserves the right to change the Carnival Venue, if necessary. This application shall not be processed without full payment for the designated space(s). It is further understood and agreed that the space(s) listed below may not be available at the time of purchase and the undersigned shall accept the space(s) designated by VBIC2 Vending Committee. No space(s) may be subleased at any time during the event. Vendor space(s) is(are) considered non-transferrable, non-exchangeable, and non-refundable, and all sales are considered final. No space shall be confirmed until payment is made in full, given the nature of the event, venue location and layout are subject to change. VBIC shall retain the sole rights for the sale of beer & alcoholic beverages on any and all of our Events. Violators are subject to immediate removal by the Police and/or Security, and there will be no refunds. The undersigned has read and understood the above and has agreed to adhere to the guidelines as stipulated in the VBIC –VENDOR GUIDELINES AND AGREEMENT.

(Authorized Vendor Signature)

(Date)

OFFICIAL RECEIPT – FOOD BOOTH SPACE # _____

AMOUNT RECEIVED \$ _____ PAYMENT TYPE _____ INSURANCE RECEIVED _____

VBIC REP _____ Date _____



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: VIRGINIA BEACH INTERNATIONAL CARNIVAL

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:

--

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.



NON-FOOD VENDOR AND SPONSOR INFORMATION PRODUCTS/SERVICES/INFORMATION/DISPLAY RESORT EVENTS ONLY

Resort Management - Special Events and Film Office

This form is required for each individual, business or organization (including non-profits) that will be at the event offering products, services or information to attendees. 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: VIRGINIA BEACH INTERNATIONAL CARNIVAL

GENERAL INFORMATION

Please select one: Vendor Sponsor

Business / organization name: _____

Business address: _____

Your name: _____ Phone: _____ Email: _____

On-site contact name: _____ Cell phone: _____

COMPLETE THE FOLLOWING - check all that apply

Describe your set-up. Indicate size or dimensions for all.

- tent tent size: _____
- vehicle length (include hitch if applicable): _____ width: _____
- trailer length (include hitch if applicable): _____ width: _____
- display unit length (include hitch if applicable): _____ width: _____
- other - describe : _____
length (include hitch if applicable): _____ width: _____

INDICATE WHAT IS OFFERED TO ATTENDEES OR DISPLAYED AT THE EVENT - check all that apply. Complete the corresponding sections for each.

- products or merchandise services promotional display of items or information

PRODUCTS OR MERCHANDISE - check all that apply

Products or merchandise will be: sold sampled / given away displayed only, not for sale

Describe the products or merchandise: _____

SERVICES

Describe the services offered: _____

Is there a fee or charge for the services? Yes No

PROMOTIONAL DISPLAY OF ITEMS OR INFORMATION

Describe what is being promoted: _____

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

Office use only:

Event name: _____

Business / organization name: _____

COMPLETE FOR EVENTS ON PUBLIC PROPERTY - FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE

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 Electric source is requested.

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