DENBIGH LIONS CLUB

DENBIGH DAY FOOD/CRAFT/SPECIAL VENDOR APPLICATION
September 21, 2024
10:00-4:00

- **VENDOR SETUP AND BREAKDOWN**
  - Field will be open at 7:00am for setup
  - Must be setup and off the field by 9:00am
  - Entry will not be allowed after 9:00am
  - Breakdown will be at 4:00pm
    - Vehicles will be allowed entry onto field once the "all clear" has been provided by the police dept.
- **NO RAIN DATE!**
  - The event will be held rain or shine, please plan accordingly.
- **PROHIBITED ITEMS** (If *prohibited items are discovered, or are not immediately removed from the site, the vendor will be at risk of being escorted from the event site and of losing any vending/application fee(s) that have been paid.)*
  - Pets
  - Alcohol/drugs
  - Weapons
- **FOOD VENDORS REQUIREMENTS**
  - Health Permit (see attached "Guidelines for Obtaining a Temporary Health Permit.")
  - City of Newport News Business License (for information on meeting this requirement, please call the Commissioner of Revenue's Office 757-926-8651)
  - ABC Fire Extinguisher (all booths) and Type K Extinguisher (booths using grease or combustibles. Both with current inspection tags.
  - Proof of Liability Insurance, naming the City of Newport News (2400 Washington Ave., Newport News, VA 23607) as additionally insured.
  - Provide menu items with prices.
  - Parking spaces for food vendors will be located in the Warwick Denbigh Shopping Center.

- **CRAFT VENDORS REQUIREMENTS**
  - Provide pictures of items selling at the event.
    - Items with vulgar, obscene language or images will not be considered or accepted.
    - Items with copyrighted images, tag lines, or logos will not be accepted.
  - Parking spaces inside the event area are limited. We can only allow 30 cars to park in the paved lot behind the community center building and 20 cars to park in the wooded area behind the baseball field. City staff will provide a map outlining these specific areas. All other support vehicles for vendors will need to park in the Warwick-Denbigh shopping center parking lot.
  - Power, tents, tables or chairs are not be provided to the craft vendors.
- **SPECIAL ACTIVITY PARTICIPANT**
  - All special activity vendors will be in the same row.
  - Parking spaces inside the event area are limited. We can only allow 30 cars to park in the paved lot behind the community center building and 20 cars to park in the wooded area behind the baseball field. City staff will provide a map outlining these specific areas. All other support vehicles for vendors will need to park in the Warwick-Denbigh shopping center parking lot.
  - Power, tents, tables or chairs are not be provided to the vendors.
- **PAYMENT METHOD**
  - Credit Card (ADD $5 processing fee)
    - Contact Lewis Trench – 757-254-5593
    - E-Mail application to: talyho129@cox.net
  - Check payable to the Denbigh Lions Club
    - and mail with application to:
      Lion Lewis Trench
      305 Joanna Place
      Newport News, VA 23606
      - **Applications and payments are due by**
        September 9, 2024

FOOD/CRAFT VENDOR'S INFORMATION-Denbigh Day September 21, 2024	
Organization/Business Name and Type of Vendor (Food/Craft/Special Activity):	
Contact's Name:	
Mailing Address:	
Telephone Number:	
E-Mail Address:	
Federal Tax ID #:	
Nonprofit or charitable purpose (if any; if nonprofit status is applicable, please provide official proof of that 501(c)(3) status)	
Type of Food or Craft **(food vendors attach menu with prices/craft vendors provide pictures of items being sold):**	
Proposed cooking equipment (gas grill, deep fryer, microwave, etc.):	
Need Generator: Yes or No	YES ____ NO ____
Need Power (max of one 30-amp circuit of power provided): Yes or No	YES ____ NO ____
Is your booth a Food Truck/Trailer? Or is it a Tent? (Check One):	☐ Trailer $75 Length _____ ☐ Tent (see pricing below)
Select Tent Booth Size:	☐ $55 (10'x10') ☐ $65 (10'x20') ☐ $75 (10'x30') ☐ $85 (10'x40') ☐ $105 (10'x50')

GUIDELINES FOR OBTAINING A TEMPORARY FOOD PERMIT

A new application and permit are required for **EACH** event within the year.

All participating vendors are required to submit an application to participate in an event.

This must be done at least one month prior to the event.

The procedure to obtain a Temporary Food Sale Permit is as follows:

1. It is the responsibility of the vendor to obtain a Virginia Department of Health Temporary Food Sale Permit prior to the event. Last minute applications can be a problem for everyone and your planning in advance is appreciated.

2. The vendor contacts the Environmental Health Office at the Health Department at (757) 594-7340 with questions regarding completing the Temporary Food Sale Permit application or with any Environmental Health questions. Regular business hours are 8:00 a.m. – 5:00 p.m. Monday – Friday, except 12:00 noon – 1:00 p.m. daily.

3. Vendor completes the Temporary Food Permit application.

4. The Vendor pays the health department fee after completing the application made payable to the Peninsula Health Center. The vendor that is exempt under the Code of Virginia need not pay the fee.

5. Vendor obtains the Temporary Food Permit from the Health Department that is to be displayed during the time of the event.

6. If vendor participates in additional events in Newport News throughout the year, the vendor pays an additional $10.00 for each event made payable to the Peninsula Health Center in addition to completing a new application.

If you need any further assistance with applying for the Temporary Food Permit, please contact the Health Department at (757) 594-7340. The City of Newport News Parks and Recreation Department will not be able to assist you with obtaining the Temporary Food Permit except for providing

the necessary paperwork.