

VENDOR APPLICATION - TOWN EVENTS & FESTIVALS

CONTACT INFORMATION:	
Company:	Contact Person:
Mailing Address:	
	CITY STATE ZIP
Phone Number:	Alt. Phone Number:
Email Address:	
EVENT/FESTIVAL INFO:	We want to promote you!
Event Name:	Please provide all Website/Facebook/Twitter/Instagram info.
Event Date:	
LICENSE INFORMATION:	
General Event Food Vendor (\$50.00 fee)* A copy of your VDH certificate must be attached to this application. Vendor is exempt from remitting Meals Tax for this event only.	
Large Festival Food Vendor (\$75.00 fee) A copy of your VDH certificate must be attached to this application. Vendor is exempt from remitting Meals Tax for this event only.	
General Event Retail Vendor (\$50.00 fee)*	•
Large Festival Retail Vendor (\$75.00 fee)	
* The \$50 fee for General Event vendors includes a refundable \$25 deposit. Once the vendor is set up at the event the Organizer will present the vendor with a cash refund of \$25. If the vendor fails to attend the event as scheduled no portion of the fee will be refunded.	
Does the vendor already have a Town of Big Stone Gap business/peddlers license? Yes No If yes: \$20 setup fee	
Please provide the business license #:	
SETUP INFORMATION:	
Dimensions of Truck/Trailer: X	Y
	WIDTH LENGTH
Description of items to sale/display.	Describe your booth/stand setup including electrical needs.
PAYMENT OPTIONS;	
Please choose the option you wish to pay all fees by:	
Pay by credit/debit by calling the Big Stone Gap Visitor Center @ (276) 523-2303.	
Mail application and check payment to: Big Stone Gap Visitor Center, 306 Wood Ave E, Big Stone Gap, VA 24219.	
Pay in-person at the Visitor Center.	
FO	R OFFICE USE ONLY
Date Received:	
All fees paid: Yes No Comments:	
Deposit Refund due on date of event: Yes No Amount of refund due:	

VENDOR INFORMATION

PEDDLERS LICENSE

- 1. Any event within Town limits that is NOT a Town sponsored event such as Customer Appreciation Days or large sale events promotions.
- 2. Fee is \$30 fee plus one-time \$20 background check \$50 Subsequent renewals are \$30 annually
- 3. Takes six weeks to complete.

We will give a temporary license after the application is completed and the fees are paid until the backgroun check is complete.

4. License includes all events in Town for the calendar year. License holders must pay a non-refundable \$20 setup fee for each Town event they wish to participate in.

This additional fee exempts food vendors from remitting Meals Tax for sales at the event.

TOWN SPONSORED GENERAL EVENTS

1. Peddlers License is good for all events during the calendar year

All food and retail vendors that hold a business/peddlers license must also pay a non-refundable \$20 setup fee as part of the Vendor Application process. Food vendors are exempt from remitting Meals Tax for sales at the event.

- 2. Without Peddlers License:
 - a. General Event Food Vendors \$50 fee, which inludes a refundable deposit of \$25 Exempted from Meals Taxes to Town for the event.
 - b. General Event Retail Vendors \$50 fee, which included a refundable deposit of \$25
 - c. Application and fee are good for one event only a new application and fee are due for each future event.

TOWN SPONSORED LARGE FESTIVALS

1. Peddlers License Holders

All food and retail vendors that hold a business/peddlers license must also pay a non-refundable \$20 setup fee as part of the Vendor Application process. Food vendors are exempt from remitting Meals Tax for sales at the event.

- 2. Without Peddlers License
 - a. Food Vendor applicants pay \$75 fee

 Exempted from remitting Meals Taxes to Town for the event.
 - b. Retail Vendor applicants pay \$75 fee
 - c. Application and fee are good for one event only a new application and fee are due for each future event.

!!!! All vendor fees must be paid in full to "hold" the spot and be included in all event advertising and marketing. !!!!

REVISED 02/2022 ALH