



## VENDOR APPLICATION - TOWN EVENTS & FESTIVALS

Do you have a current Business or Peddlers License with the Town of Big Stone Gap? Yes  No

If yes, please provide the following information:

Business Name License Issued In	Year of License	License #	Expiration Date
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**IF NO, PLEASE CONTACT THE TOWN OF BIG STONE GAP TO OBTAIN A PEDDLERS LICENSE AT**

Phone : (276) 523-0115, ext. 100 or 107      Email: townclerktreasurer@bigstonegap.org

In-Person: Town Hall  
505 E 5th Street S  
Big Stone Gap, VA 24219

**CONTACT INFORMATION:**

Company : \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
CITY STATE ZIP

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**EVENT INFORMATIN & FEE SCHEDULE:**

<input type="checkbox"/> Blockparty Event	\$25.00	Event Name: _____
<input type="checkbox"/> General Event	\$50.00	Event Date: _____
<input type="checkbox"/> Large Event	\$75.00	
<input type="checkbox"/> Large Festival	\$100.00	

**SETUP INFORMATION:**

Dimensions of Truck/Trailer: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
HEIGHT 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.

**We want to promote you!**

Please provide all Website/Facebook/Twitter/Instagram info.

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

All fees paid:  Yes  No      Comments: \_\_\_\_\_

## VENDOR INFORMATION

### PEDDLERS LICENSE

1. Any vendor who does not have a brick & mortar shop within the corporate limits of Big Stone Gap **MUST** purchase a Peddlers License in order to operate at any event, whether sponsored by the Town or a local business/organization.

The fee for the Peddlers License for all peddlers, vendors, and mobile food units is \$30. Solicitors **only** must pay an additional one time non-refundable background check fee.

2. **ALL FOOD VENDORS** will be **required** to complete the Meals Tax form and remit payment for said tax by the 20th of the month following the event.

- a) A Town Representative will provide all food vendors with a copy of the Meals Tax Reporting form when they arrive.
- b) For any event sponsored by a local business/organization the food vendor is still required to report and pay all Meals Taxes.

3. **Additional vendor fees may be charged by the event organizer for each event a vendor participates in.**

Please refer to the Event Information and Fee Schedule on the Vendor Application.

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