



Virginia Beach International Carnival

VENDOR 2025 APPLICATION

4831 COLUMBUS ST. BOX 2175,

VIRGINIA BEACH VA 23466



Dear Prospective Vendor:

Welcome to the Virginia Beach International Carnival to be held on July 17th,2025 through July 20th ,2025 at the Virginia Beach Boardwalk near 24th street.

HOW TO APPLY

The 2025 Virginia Beach international Carnival (VBIC) is pleased to offer an amazing business opportunity to reach approximately 10,000 people through our event and the locals visiting the Virginia Beach boardwalk. After reading the rules and regulations, complete the application along with the supporting documents requested by the city of Virginia Beach with full payment to be considered for approval. We will communicate all the important information through email.

DOCUMENTS REQUIRED:

- ✚ Business License Permit (Virginia Beach Business License Office at (757) 385-4515)
- ✚ Insurance
- ✚ VBIC Application
- ✚ Environmental/ Cleanup fee \$150 Non-refundable this applies to all vendors.
- ✚ Full Payment

If your application is denied. Your payment will be refunded. Once your application has been approved NO refunds will be provided. It is your responsibility to ensure that you pass all city inspections and requirements. Unless there is a severe storm the event will NOT be canceled.

Important Dates

Application & TFE deadlines: June 1st ,2025

Certificate of Insurance due NLT: June 1st ,2025

VENDING TIMES: Thursday July 17th,2025 4PM-11PM

Friday July 18th , 2025 7AM-11PM

Saturday July 19th , 2025 7AM-11PM

Sunday July 20th , 2025 7AM-6PM

VENDOR DESCRIPTION:

- ✚ Food Vendor (Food items/Juices/Desserts)
- ✚ Retail & Arts and Craft Vendor (Merchandise)
- ✚ Informational Vendor: (Free items)

BOOTH SIZE AND COST:

- ✚ **Approximately 10X20 space (Trucks or Trailers):**
 - Food \$1600 until March 30th \$2000 after
 - Dessert & Drinks \$1000 until March 30th \$1250 after.
- ✚ **10X10 space:**
 - Food \$1400 until March 30th \$1800.
 - Dessert & Drinks until \$750 March 30th \$1000 after.
 - Retail/Arts & Crafts (Merchandise) \$550 until March 30th \$750 after.
- ✚ **10X10 Extra tent space:**
 - \$400 until March 30th \$500 after.
- ✚ **Environmental/Clean up fee \$150 will be added to everyone.**

Full payment for your booth and separate clean-up deposit must accompany the application to be considered. Payments can be made by Zelle and Checks or Money orders.

Make checks payable to: **Virginia Beach International Carnival**

4831 Columbus ST.

STE 2175

Virginia Beach, VA 23466

NO REFUNDS AFTER YOU HAVE BEEN APPROVED!

Questions? Contact info@vbintl carnival.com or call: 757-713-3890

VISIT OUR WEBSITE

WWW.VBINTLCARNIVAL.COM

FOLLOW US ON SOCIAL MEDIA

Instagram: vabeachintl carnival

Facebook: Virginia Beach International Carnival

VBIC RULES & REGULATIONS

VENDING BOOTHS:

- ✚ All spaces will be considered based on the type of business.
- ✚ Vendors are to use their assigned spaces only. Plan for storage space.
- ✚ All items must be contained under your tent.
- ✚ We do not provide any tents, tables or chairs. (Unless you're located in the park)
- ✚ Tent spaces are 10X10 space.
- ✚ If you require more than a 10X10 space It will have to be requested in advance. Charges apply.
- ✚ Vendors are responsible for setting up and breaking down their booth.
- ✚ **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.
- ✚ **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.

VENDOR SET-UP times will be provided once finalized with the city.

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 sales and for reporting earnings to the IRS. The Commissioner of Revenue will mail you the Sales Tax Forms.

- ✚ 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

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).

- ✚ Residential tents are allowed for Retail / Arts & Crafts / Informational / Educational booths only. All tents must be anchored with cinderblocks, sandbags, or ground stakes – On the boardwalk **ONLY**.
- ✚ **Inside the Park: A Fire-retardant tent shall be provided. These tents come with an additional cost of \$250 will be added.**

- ✚ Note: Only the tent size provided on the application will be allowed to be set up. No joining of tents is allowed. **If your tent is larger than what is on your application, you will be charged an extra space fee.**

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 or in 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.

FOOD TRUCKS MUST BE INSPECTED & APPROVED BY HEALTH INSPECTOR/DEPT AT LEAST 15 DAYS PRIOR TO EVENT.

Questions regarding inspections or to report any issue should be directed to the Fire Prevention Bureau at (757) 385-4228 or by email at vbfmo@vbgov.com.

TRASH, OIL DISPOSAL & WATER ACCESS:

- ✚ Vendors 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).

EVENT BREAKDOWN: All booths MUST be broken down, packed and area cleaned no later than 5:30pm. Vendor must be off boardwalk by 6 pm on Sunday. Any vendor failing to completely clean-up their area(s) risk not being accepted for participation at the following year's Festival. Vendors shall be responsible for policing and maintaining a neat and orderly appearance in and around their concession area. To this end, the vendor will provide trash bins/bags as receptacles for their own use and for the use of customers, at their booth

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.

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 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 the 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 lighting 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.

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 cords 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.

FIRE EXTINGUISHER: Fully charged U L 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 locations 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.

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 claims, 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.

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.

CHECKLIST

DUE DATES:

Application:	June 1 st , 2025
Temporary Food Permit (TFE):	June 1 st , 2025
Certificate of Insurance:	June 1 st , 2025
Food Truck Vendor Inspections:	June 26 th , 2025
Health Department Inspection:	July 17 th , 2025

CHECKLIST BEFORE EVENT

COMPLETE & RETURN THE VBIC APPLICATION
SUBMIT PAYMENT TO VBIC (BY CHECK OR ZELLE)
COMPLETE THE CITY VENDOR APPLICATION SUBMIT TO VBIC
COMPLETE THE TFE (if applicable) SUBMIT AND PAY THE CITY OF VIRGINIA BEACH 2875 Sabre St., Suite 500 Virginia Beach, VA 23452 Main: (757) 385-4211 ; Fax (757) 385-5777 perminsp@vbgov.com
SUBMIT COPY OF TFE PROOF OF PAYMENT TO VBIC
Send all information requested to VBINTLCARNIVAL@GMAIL.COM
PLEASE PERIODICALLY CHECK EMAIL FOR CORRESPONDENCE

Next Steps:

- ✚ Once approved you will receive an approval letter from VBIC, this is contingent on passing all city requirements which are out of our control.
- ✚ ***There will be NO REFUNDS issued if you fail your health and Fire Marshall inspections. ***
- ✚ Vendor Set-up instructions will be provided closer to the date.
- ✚ Check times will be assigned and could range between the evening of July 16th to the afternoon of July 17th, 2025.
- ✚ No vehicles will be permitted on the boardwalk after 2pm on July 17th until Sunday July 20th.
- ✚ FIRE MARSHALL – shall be on premises to inspect ALL food vendors. Please be advised Permits are required for businesses that pose unique dangers to occupants.

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

2025 CARNIVAL FOOD VENDOR FORM AND AGREEMENT BOOTH
VENUE: 24th Street Stage and Boardwalk, July 17th through July 20th, 2025.

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

COMPANY/ORGANIZATION: _____

(Please Print)

Contact Person/Title: _____

Mailing Address: _____

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

Phone: (____) _____ Email: _____

TYPE OF BUSINESS & COST: (Check one)

- FOOD TRUCKS OR TRAILER \$1600 BEFORE 03/30/2025 \$2000 AFTER (APPROX 10X20)** Boardwalk
- FOOD TENT \$1400 BEFORE 03/30/2025 \$1800 (10X10 Space)** Boardwalk/Park or Both (Fee applies)
- DESSERT/JUICE \$750 BEFORE 03/30/2025 \$1000 (10X10 Space)** Boardwalk
- RETAIL/ARTS & CRAFTS /INFORMATIONAL \$550 BEFORE 03/30/2025 (10X10 Space)** Boardwalk
- 10X10 EXTRA SPACE \$400**

Location
(FOOD TENT ONLY)

Park _____
Boardwalk _____
Both _____

A mandatory environmental NR 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 to the above address or ZELLE PAYMENT TO: VBINTLCARNIVAL@GMAIL.COM

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, the 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 _____

BUSINESS LICENSE _____ TFE _____ VBIC APPLICATION _____

LOCATIONS: PARK _____ BOARDWALK _____ BOTH _____



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:	
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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.



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

- 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.

Temporary Food Establishment Application

 <p>VDH VIRGINIA DEPARTMENT OF HEALTH <i>Protecting You and Your Environment</i></p>	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT.</p>	
<input type="checkbox"/> \$40.00	<p>Temporary Food Establishment Application Fee</p>	
<input type="checkbox"/> \$0.00	<p>Temporary Food Establishment application fee for churches; fraternal, school and social organizations; and volunteer fire departments and resource squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i>.</p>	
<input type="checkbox"/> \$0.00	<p>Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.</p>	
<input type="checkbox"/> \$0.00	<p>Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.</p>	

<p><u>Event Information</u></p> <p>Event Name: _____</p> <p>Event Coordinator/Phone Number/Email Address: _____</p> <p>Event Location Address and Phone Number: _____</p> <p>Dates of Event: _____ To _____ Rain Dates: _____ To _____</p> <p><u>Vendor Information</u></p> <p>Vendor Business Name (include any trade, fictitious or "doing business as" names): _____</p> <p>Name of Owner: _____</p> <p>Booth Name (if different from vendor name): _____</p> <p>Vendor Address: _____</p> <p>Vendor Phone Number/Email Address: _____</p> <p>Onsite Person Name and Contact Email and Cell Phone: _____</p> <p>Set-up Date and Time: _____</p> <p>Dates of Operation: _____</p>	
<p>For Office Use Only</p>	<p>Approved by:</p>
<p>Signature:</p>	<p>Date:</p>

Temporary Food Establishment Construction				
Overhead Covering	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
Floor:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Walls (if applicable):	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Water Source <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well		Wastewater Disposal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Disposal Method:		
Utensils and Equipment (check all that apply): <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils		Handwashing Facilities (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Type of Utensil Washing Setup: <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink (if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment		Type of Handwashing Facilities <input type="checkbox"/> Self-contained portable unit (with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket		
Utensil sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____		<i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>		
Food Storage or Display Equipment: Identify all holding equipment (hot/cold) that will be used:		Cooking Equipment: Identify all cooking equipment that will be used:		
Toilet Facilities for Food Employees: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		Electrical Supply: <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available		
Food Transportation: Identify how food will be transported to events:		Refuse Removal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant

Name: _____ Signature: _____

This form contains identifying information subject to disclosure per the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.)

Ver. OEHS. 04/01/17