

<b>STAFF USE ONLY</b> Date Received _____  Amt Paid _____
--

**2023 JULY 4<sup>th</sup> VENDOR REGISTRATION FORM**

**RADFORD'S SPIRIT of AMERICA**

**TUESDAY JULY 4<sup>th</sup>, 2023**

**BISSET PARK 49 Berkley Williams Drive Radford, VA 24141**

Sponsored by

**Radford Parks & Recreation Department**

**200 George Street, Radford, VA 24141**



Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Business Name: \_\_\_\_\_

Radford Parks and Recreation Department reserves the right to set minimum prices on all food items, limit the number of vendors selling the same food items, and deny any application if necessary. **On a separate sheet of paper please list the FOOD items you will be selling as well as their prices.** All prices subject to approval by the Radford Parks and Recreation Department.  
**All ropes, stakes, tents, etc. must be within your designated booth area.**

Number of 12' X 12' booths you will require  
**\$50.00 per booth**      1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_  
 If you have a **Food Truck** please specify length including hitch  
 \_\_\_\_\_ Feet  
 Number of electrical outlets **\$10.00 per outlet**  
**(Max. of three electrical outlets)**      1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
 Please select type of electrical hook up:  
 50amp \_\_\_\_\_ 110 \_\_\_\_\_ 220 \_\_\_\_\_  
 Other \_\_\_\_\_ (Please specify type) \_\_\_\_\_

HAVE YOU PURCHASED A BUSINESS LICENSE IN THE CITY OF RADFORD IN 2023?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If so, please send a copy. If not, please fill out the Application for Vendor License and send it to the Radford City Commissioner of Revenue.

**Register early because there will be a limited number of electrical outlets available (First Come First serve).**  
**Vendors must supply their own extension cords.**  
**Vendors are encouraged to use self-contained units if possible.**

DO YOU INTEND TO SELL FOOD? \_\_\_\_\_ YES \_\_\_\_\_ NO  
**IF YES, THEN YOU MUST COMPLETE THE ENCLOSED HEALTH DEPARTMENT APPLICATION AND SUBMIT A SERVSAFE/FOOD MANAGEMENT CERTIFICATE AND RETURN IT WITH THIS APPLICATION.**  
 SPACES WILL BE RESERVED UPON RECEIPT OF COMPLETED PAPERWORK AND PAYMENT OF FEES.

Please describe the items you will sell and/or display: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have a mobile unit?  Yes  No. On which side of trailer do you serve? Driver, Passenger or Back \_\_\_\_\_  
 Do you have a state Mobile Vendor License?  Yes  No If Yes, Please include Photocopy.  
 Do you use propane? If Yes, how is it secured? \_\_\_\_\_

**Deadlines: FOOD vendor applications need to be returned by Friday, June 16, 2023.**  
**NON-FOOD vendor applications need to be returned by Friday, June 30, 2023.**

\*\*\*\*\*

Checklist:  Vendor Application  Business License  
 (Food Vendors only)  Health Department Application  Servsafe/Food Management Certificate  Menu w/Prices  
 What & Where food is purchased & What condition (frozen or fresh)  Mobile Vendor License

**PLEASE RETURN YOUR COMPLETED FORM(S) AND BOOTH FEE TO:**  
 Radford Parks & Recreation Department  
**Attention: Donna Wolfe**  
 200 George Street  
 Radford, Va. 24141  
 Phone: (540) 731-3633

**MAKE CHECKS OR MONEY ORDERS PAYABLE TO: RADFORD PARKS AND RECREATION DEPARTMENT**  
**PLEASE NOTE: Correct payment must accompany forms before processing.**