

Office Use Only

Date App. Received: \_\_\_\_\_

Payment Amount Paid: \_\_\_\_\_

APPROVE/DENY: \_\_\_\_\_

# ARTIST MARKET

## Food Vendor Application

The Suffolk Center for Cultural Arts will be offering an Artist Market on  
**Saturday, June 10, 2023,**  
RAIN or SHINE

**The deadline for Applications is Friday, May 26, 2023**

If vendor space is not available at the time the application is received, the applicant will be placed on a waiting list and the registration fee will be returned. If you are submitting a check by mail, your check must be received by May 26<sup>th</sup>. Spaced is limited and will be honored on a first-come, first-served basis.

Suffolk Center for Cultural Arts, in its sole discretion, will assign a vendor space to a vendor.

Vendors must provide their own signage.

Set up will begin at 8am on June 10th.

Vendor space rental is \$50.00 for one date.

Suffolk Center for Cultural Arts will not receive any percentage of vendor sales.

Processing of sales is the responsibility of the vendor.

**Please submit your fully completed application, and your registration fee to:**

**Brittany Waller**

Suffolk Center for Cultural Arts

110 West Finney Avenue | Suffolk, Virginia 23434

[Brittany.Waller@suffolkcenter.org](mailto:Brittany.Waller@suffolkcenter.org)

757-923-0003 Ext. 108

First and Last Name of Vendor: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

BEST Telephone Number: \_\_\_\_\_

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

You are highly encouraged to provide us with an email. Failure to provide an email may result in communication delays.

Business Website Address: \_\_\_\_\_

Social Media Outlets: Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

In the event of an Emergency, who should we contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Best Contact Number: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I clearly understand that NO REFUNDS to the registration fee(s) will be made for any reason after the vendor is approved for participation in the Artist Market(s).** Initial Here: \_\_\_\_\_

List of menu items with pricing you are selling:

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**We deserve the right to reject any item or items that may not seem to be appropriate for the anticipated audience.**

**BEVERAGE RULES:**

All food trucks and food vendors may sell any non-alcoholic beverages. All drinks and pricing must be included on the menu submitted with application.

**ELECTRICITY:**

Outside food trucks/vendors are to provide their own power source.

**PERMITS:**

All food trucks and vendors must have proper licenses and permits to include business license, food handlers permit for every employee, a seller's permit, and a mobile food facility permit if applicable.

**EXTINGUISHERS:**

All food trucks and food vendors must have CURRENT fires extinguishers with current service tags.

**PROPANE TANKS:**

All vendors with propane tanks are required to bring all necessary equipment to properly secure them.

**SAFETY & SECURITY:**

Applicants shall sell and serve food at their own risk. Applicants must obey all pertinent safety codes and laws, including, but not limited to, fire, safety, and parking regulations. EVENT reserves the right to shut down any vendors not meeting cleanliness and food storage safety codes and laws. Canopy tents must be fire retardant. All canopies, tents, and other temporary structures must be weighed before you are permitted to open. Booths may not open until they are properly weighed. EVENT reserves the right to shut down any vendor for not having proper weights.

**SPACE:**

Food trucks and food vendors will abide by EVENT staff requirements regarding location. EVENT reserves the right to change a vendor location at any time. Food trucks and food vendors will provide all required equipment for operations and sales.

**WASTE:**

NO grease or gray water disposal is available. No water provided by EVENT. Food trucks and vendors are responsible for removing debris and ensuring the general cleanliness of the area.

**WEATHER:**

The Artist Market will take place rain or shine. Applicants agree to be present despite weather conditions. Each participant is responsible for preparing their displays to withstand weather fluctuations including rain and wind.

**LEGAL:**

Food trucks and vendors execute this Agreement as independent contractors and not as an employee of EVENT.

**Payment Information:**

\_\_\_\_\_  
NAME as it appears on your card      VISA/MASTERCARD account number      Expiration Date      CVC Code

\_\_\_\_\_  
Billing Zip Code      If paying by check please make payable to Suffolk Center for Cultural Arts and send to  
110 West Finney Avenue Suffolk, VA 23434 to the ATTN of Brittany Waller. Checks must be  
received by May 26, 2023.