City of Norfolk

Special Event Participation: Vendors

Who is considered a special event vendor?

A vendor is any individual or organization who is participating in a special event to provide products, services or information.

- **Food/Beverage:** Selling or sampling food/beverage products
- **Retail:** Selling merchandise or services
- **Arts & Crafts:** Selling handcrafted products (non-food/beverage)
- **Informational & Sponsorship:** Providing information, distributing promotional materials or free services
- **Amusements:** Providing inflatables or mechanical rides/devices

What are the steps and requirements to participate in a special event?

1. Contact the event organizer directly and request to participate in the event.

The event organizer must approve each vendor for participation in their event. Many events have an online application process for vendors, while others take submissions via mail or in person. The event organizer will provide a list of all approved vendors for their event to the City's Special Events office, Commissioner of Revenue and Health Department.

2. Contact the Department of Public Health (757-683-2800) to obtain a Temporary Health Permit.

Required for vendors who are SERVING and/or SELLING food and/or beverage to the public.

Vendors that have a current State of Virginia Health Permit may not be required to obtain a temporary health permit. Contact the Health Department to verify that your health permit meets the requirements to participate at an event in Norfolk. The temporary health permit is not required for private events.

- **Processing Time:** Minimum of **two weeks** (10 business days) prior to the event
- **Fee:** The fee for a Temporary Food Permit is **$40** and must accompany the application when submitted to the Health Department. The temporary food permit will be issued after an on-site inspection by the Health Department and Norfolk Fire Department has been performed the day of the event.

3. Contact the Commissioner of Revenue (757-664-7886) to obtain a City of Norfolk Special Event Business License.

Required for vendors who are SELLING food, beverage, merchandise or services

A **Special Event Business License** is different than a business license for your establishment; it allows vendors to operate outside of normal operations and/or locations. Contact the Commissioner of Revenue to verify your requirement to participate at an event in Norfolk. Organizations with tax exempt status and Arts and Crafts vendors may not be required to obtain a special event business license, but please confirm directly with the Commissioner of Revenue.

- **Processing Time:** Minimum of **two weeks** (10 business days) prior to the event
- **Fee:** The license fee for a Special Event Business License is **$50** and must accompany the application when submitted to the Commissioner of Revenue. The license is valid for the current calendar year. Provide a copy of the license to the event organizer.

Tax Info:

Depending on the type of vendor appropriate taxes will be collected and forms issued based on the nature of your business. If you have already purchased a license for this year you are required to notify the Commissioner of Revenue each time you participate in an event. Businesses with outstanding financial obligations to the City of Norfolk are not allowed to participate in special events.

4. Contact the Planning Department (757-664-6565) to obtain an Amusement Device Permit.

Vendors supplying mechanical rides and other amusement structures may be required to obtain an Amusement Device Permit and be subject to an on-site inspection. Inflatables/bounce houses typically do not require an Amusement Device Permit. Contact the Planning Department to verify your requirement to participate at an event in Norfolk.

5. Verify with the event organizer if a certificate of insurance is required for the event.

Insurance may be required of all vendors. The event organizer has the option to provide coverage for vendors as a part of their event insurance policy or they may require vendors to provide their own certificate of insurance coverage.

If insurance coverage is required, the policy must name the City of Norfolk, its employees, agents, volunteers and officers additional insured as pertains to the insured's participation in (Event Name / Date).

Vendors submit a copy of all documents to the event organizer.

Vendors should NOT submit any documents directly to the City's Special Events office.