**VENDING REQUIREMENTS AND RESPONSIBILITIES**

**EVENT IS RAIN OR SHINE!**

**PERMITS AND LICENSES**

**FOOD VENDORS**

Food vendors must provide a Certificate of Insurance in the amount of $1,000,000 (one million dollars). The certificate must include the following phrase “The City of Richmond, Venture Richmond, and their employees, agents and volunteers are named as additional insured as respects the event to be held on **July 9th, 2022** at Brown’s Island in Richmond, Virginia.

Vendors without an approved Certificate of Insurance will not be allowed access to Brown’s Island.

SPECIAL EVENTS LICENSE – RICHMOND CITY HEALTH DEPARTMENT 804-205-3912

HEALTH PERMIT – RICHMOND CITY HEALTH DEPARTMENT – 804- 205-3912

The sponsor is responsible for monitoring health permit process between food vendors and the Health Department.

All vendors must receive an application from the Health Department and return the completed application directly to the Health Department according to due dates.

Vendors will be prohibited from setting up at the event if the application process has not been completed

Health Inspectors may visit the event and have the right to close vending operations for non-compliance with health regulations.

All Health Permits must be clearly displayed at the venue

The sponsorship organization is responsible for directing certificates of

Insurance to Venture Richmond no later than 3 weeks prior to the event

**MEALS TAX - 6% OF TOTAL SALES**

**MERCHANDIZE VENDORS**

Vendors without an approved Certificate of Insurance will not be allowed access to Brown’s Island

All merchandize vendors must provide a copy of current business license collected by the sponsor and turned in to Venture Richmond 2 weeks prior to the event