

# 2018 DOMINION ENERGY CHRISTMAS PARADE

## OFFICIAL PARADE VENDOR APPLICATION

**ADVANCE APPLICATION AND PAYMENT DUE  
BY NOVEMBER 21, 2018**

**“DAY OF” REGISTRATION APPLICATION AND PAYMENT DUE  
BY 8 A.M. ON DECEMBER 1, 2018**

### APPLICANT INFORMATION

Name of Company/Vendor:

Address:

City

State:

ZIP Code:

Daytime Phone:

Cell Phone:

Fax:

Email:

**Day of Event Contact Name:** \_\_\_\_\_

**Day of Event Cell Phone:** \_\_\_\_\_

#### Vendor Fees

Push Cart (p/c) = \$75; Self-Contained Unit or Tent (s/c) = \$100

#### NUMBER OF LOCATIONS/CARTS

#### TOTAL FEE

Push Cart/Strolling  
Vendor

\_\_\_\_\_ x  
\$75.00 (per cart) =

\$ \_\_\_\_\_

Self-Contained Unit or  
Tent (NO STAKING)

\_\_\_\_\_ x  
\$100.00 (per unit) =

\$ \_\_\_\_\_

**TOTAL NUM. UNITS (CARTS/TENTS)** \_\_\_\_\_

**TOTAL DUE: \$** \_\_\_\_\_

**PAYMENT MAY BE MADE BY CASHIER CHECK OR MONEY ORDER PAYABLE TO:  
RICHMOND PARADE, INC.**

**LIST ALL TYPES OF FOOD AND MERCHANDISE YOU WISH TO SELL.  
DUE TO SPONSORSHIPS CERTAIN PRODUCTS MAY BE RESTRICTED.**


### LICENSE AND INSURANCE INFORMATION

Insurance Certificate Enclosed: Yes \_\_\_ No \_\_\_

If no, please explain:

Insurance Policy Number:

Insurance Company Name:

City of Richmond Vendor's License Number (include copy):

**SIGNATURE**

Name & Signature of Applicant (Print & Sign):

Date:

**PLEASE RETURN THIS COMPLETED FORM WITH PAYMENT (MONEY ORDER OR CASHIER'S CHECK ONLY) TO:**

**VENDOR APPLICATION  
DOMINION ENERGY CHRISTMAS PARADE  
5306 CALEDONIA ROAD  
RICHMOND, VA 23225**

**OR BRING TO THE SCIENCE MUSEUM OF VIRGINIA ON SATURDAY, DECEMBER 1, 2018.  
VENDOR REGISTRATION IS OPEN FROM 6:30 A.M. TO 8:00 A.M.**

**Questions: (804) 788-6470 or email [Info@richmondparade.org](mailto:Info@richmondparade.org)**

**No personal checks will be accepted.**

**FEES ARE NON-REFUNDABLE**