

# 2023 DOMINION ENERGY CHRISTMAS PARADE OFFICIAL PARADE VENDOR APPLICATION

**ADVANCE APPLICATION AND PAYMENT DUE  
BY NOVEMBER 22, 2023**

**“DAY OF” REGISTRATION APPLICATION AND PAYMENT DUE  
BY 8 A.M. ON DECEMBER 2, 2023**

## 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 VIA VENMO (@RICHMONDPARADE). PAYMENT MAY ALSO 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): _____	
<b>SIGNATURE</b>	
Name & Signature of Applicant (Print & Sign):	Date:
<p><b>COMPLETED FORMS MAY BE EMAILED TO <a href="mailto:INFO@RICHMONDPARADE.ORG">INFO@RICHMONDPARADE.ORG</a> AND PAYMENT SENT VIA VENMO (@RICHMONDPARADE).</b></p> <p><b>OR RETURN THIS COMPLETED FORM WITH PAYMENT (MONEY ORDER OR CASHIER'S CHECK ONLY) TO:</b></p> <p style="text-align: center;"><b>VENDOR APPLICATION DOMINION ENERGY CHRISTMAS PARADE 5306 CALEDONIA ROAD RICHMOND, VA 23225</b></p> <p><b>"DAY OF" REGISTRATION: BRING TO THE SCIENCE MUSEUM OF VIRGINIA ON SATURDAY, DECEMBER 2, 2023. VENDOR REGISTRATION IS OPEN FROM 6:30 A.M. TO 8:00 A.M.</b></p> <p style="text-align: center;">Questions: (804) 788-6470 or email <a href="mailto:Info@richmondparade.org">Info@richmondparade.org</a></p> <p style="text-align: center;"><b>No personal checks will be accepted. FEES ARE NON-REFUNDABLE.</b></p>	