

# 2024 DOMINION ENERGY CHRISTMAS PARADE

## OFFICIAL PARADE VENDOR APPLICATION

ADVANCE APPLICATION AND PAYMENT  
DUE BY NOVEMBER 22, 2024

"DAY OF" REGISTRATION APPLICATION AND PAYMENT DUE  
BY 8 A.M. ON DECEMBER 7, 2024

### 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):	
Health Department Permit number if applicable (The health department requires a permit for any food that is not commercially produced and wrapped.):	
<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 P. O. Box 3283 Glen Allen, VA 23058</b></p> <p><b>"DAY OF" REGISTRATION: BRING TO THE BON SECOURS TRAINING CENTER AT 2401 W. LEIGH STREET, RICHMOND, VA 23220 ON SATURDAY, DECEMBER 7, 2024. VENDOR REGISTRATION IS OPEN FROM 6:30 A.M. TO 8:00 A.M.</b></p> <p style="text-align: center;"><b>Questions: (804) 788-6470 or email <a href="mailto:Info@richmondparade.org">Info@richmondparade.org</a></b></p> <p style="text-align: center;"><b>No personal checks will be accepted. FEES ARE NON-REFUNDABLE.</b></p>	