

VIRGINIA MARKET COLLECTIVE

CITY REQUIREMENTS TO VEND AT OUR EVENTS

Requirements vary by city and vendor type. Please review the requirements for the city where your selected event is being held and complete all applicable documentation before the event.

IMPORTANT: Approval of your vendor application, receiving an invoice, or making payment does not mean you have satisfied city requirements. Vendors are responsible for obtaining all required licenses, permits, approvals, tax documentation, insurance, and other applicable documents.

CITY OF PORTSMOUTH

RETAIL & PRE-PACKAGED BAKED GOODS

All vendors participating in Portsmouth events must have a valid business license.

A business license does not have to be issued by Portsmouth. The City has advised that it will honor a valid business license from another Virginia locality as long as it covers the **same type of business** being conducted at the event.

If you do not have a qualifying business license, you will need to obtain the applicable City of Portsmouth business license before participating. The festival business license fee provided by the City is **\$50**.

Virginia SCC registration is NOT a business license and does not replace the business license requirement.

FOOD & BEVERAGE VENDORS

Food trucks, food tents, beverage vendors, and other food-service vendors must meet the business license requirements above, plus additional City and Health Department requirements:

- Contact the **Portsmouth Health Department no later than 10 days before the event** for approval to participate.
- Complete the required **Food Tax Registration Form**.
- Obtain a **\$1,000 Meals Tax Bond**.
- Complete, sign, and notarize applicable documentation as required.
- Provide any additional City or Health Department documentation applicable to your operation.

Meals Tax Bond: LLCs/corporations registered with the Virginia SCC use the **Corporate Meals Tax Bond**, completed by their insurance company. Sole proprietors use the **Individual Meals Tax Bond**, completed by their insurance company.

Portsmouth Vendor Packet: Download and complete all sections applicable to your business. Food & Beverage Vendors should pay special attention to the Food Tax Registration and Meals Tax Bond requirements.

[Click here to open the City of Portsmouth Vendor Packet](#)

CITY OF HAMPTON

RETAIL & PRE-PACKAGED BAKED GOODS

Standard Retail and approved Pre-Packaged Baked Goods Vendors are covered under our event business license.

These vendors do **not** need to obtain an individual City of Hampton business license solely to participate in our event.

Vendors are still responsible for maintaining any permits, approvals, insurance, certifications, or other documentation that may apply to their specific products or business.

FOOD & BEVERAGE VENDORS

Food & Beverage Vendors participating in Hampton events are responsible for obtaining and maintaining all applicable licensing and food-service requirements, including:

- A valid **business license**.
- Applicable **Health Department permits and approvals**.
- Required food-service permits or documentation.
- Applicable food-safety certifications.
- Applicable tax, insurance, and other business documentation.

Requirements may vary depending on how food is prepared, served, packaged, or distributed. Vendors are responsible for confirming the requirements applicable to their specific operation.

Need a Hampton business license? Food & Beverage Vendors can review requirements and access the City of Hampton's online business license resources using the link below.

[Click here to visit the City of Hampton Business License Portal](#)

VENDOR RESPONSIBILITY

Even if your application is approved, you receive an invoice, or you make payment, it is **your responsibility** to read, obtain, and complete all requirements for the city where you choose to vend.

Requirements vary by locality and vendor category. Failure to obtain required documentation by the applicable deadline may result in being unable to participate in the event.

ALL VENDOR PAYMENTS ARE FINAL & NON-REFUNDABLE.

Please confirm your availability and ability to meet all applicable vendor and city requirements before submitting payment.

QUESTIONS?

Virginia Market Collective

Text: 757-334-2284 | Email: virginiamarketcollective@gmail.com

This guide summarizes requirements communicated for Virginia Market Collective events. City and Health Department requirements may change or additional requirements may apply to a specific business. Vendors should confirm current requirements with the applicable locality.