



Saturday, Sept 30, 2023  
Bennett's Creek Park  
12 pm - 6 pm

### Vendor Registration Form Applicant Information

I hope you will join the Suffolk Humane Society for our 15<sup>th</sup> Annual Mutt Strut Festival!  
This event will be held on Saturday, September 30, 2023, from 12:00 am – 6:00 pm at Bennett's Creek Park, located off Shoulders Hill Road at 3000 Bennett's Creek Park Road in Suffolk, VA.

Registration by Sept 8, 2023, booth space \$75     After Sept 8, 2023, booth space \$100     Registration Food Vendor, space \$100

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Food/Craft Vendors please list items for sale:

\_\_\_\_\_

#### PAYMENT INFORMATION

Check (Payable to Suffolk Humane Society)

VISA    M/C    DISCOVER    AMEX

Name on Card: \_\_\_\_\_

Credit Card#: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature: \_\_\_\_\_

#### COMPLETE REGISTRATION BY:

MAIL: Suffolk Humane Society  
ATTN: EVENTS  
412 Kings Fork Rd  
Suffolk, VA 23434

EMAIL: [events@suffolkhumanesociety.com](mailto:events@suffolkhumanesociety.com)

FAX: 757-935-5164

#### Guidelines and Setup Information

- Booth spaces will be approximately 10 x 10. Each vendor must provide everything associated with their display area. All tents must be anchored.
- Vendors must arrive between 9:00 am and 11:00 am to setup booth space.
- Vehicles must be moved to parking area by 11:30 am and all booths must be set up by 11:00 am.
- Volunteers will be available to assist with set-up. Please request assistance two weeks prior to event.
- Vendors are required to stay the duration of the event and must not close their booth areas prior to 6:00 pm.
- Running water is not accessible.
- Vendors are required to have a vendor license in the City of Suffolk. The fee for the vendor license is \$30. It is your responsibility to obtain the City of Suffolk vendor license. The vendor license and special tax applications are provided for your convenience. Vendor license is required if you don't have a Suffolk business license or merchandise is being sold.

*For more information, call (757) 538-3030 or email: [events@suffolkhumanesociety.com](mailto:events@suffolkhumanesociety.com)*

#### LIABILITY WAIVER

In consideration of my participation in this event, I agree that I and anyone else claiming a right on my behalf, forever releases and holds harmless, the Suffolk Humane Society, City of Suffolk, event officials, sponsors, and suppliers from any and all liability for any and all claims of any kind whatsoever related to my participation, or the participation of any minors for whom I am responsible, in this event. This release applies to any and all officers, employees, agents, or volunteers of the Suffolk Humane Society, City of Suffolk and event officials, sponsors and suppliers.

Signature of Group Representative: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF SUFFOLK



## APPLICATION FOR VENDOR LICENSE

Type of Ownership:  Individual  Partnership  Corporation  Limited Liability Corp

SSN (sole proprietors): \_\_\_\_\_ FEIN: \_\_\_\_\_

Name (sole proprietor or corporation name): \_\_\_\_\_

Business Name (fictitious, trading as, dba): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Local Business Phone: ( ) \_\_\_\_\_ Corp/Main Office Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Contact Names: \_\_\_\_\_

Description of items being sold: \_\_\_\_\_

List the Suffolk Event(s) you are planning to attend and dates if known:

Are food items sold subject to prepared food and beverage tax?  YES  NO

If yes, a special tax application must be submitted along with this form.

**Complete this section only if Incorporated or LLC**

Date of Incorporation \_\_\_\_\_

Primary Officer's Name/Title: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Primary Officer's Home Address: \_\_\_\_\_

Other Officers/Members: \_\_\_\_\_

(Include name & title) \_\_\_\_\_

*I affirm that I am a legal resident of the United States. I verify this information to be true and correct to the best of my knowledge and belief.*

Signature \_\_\_\_\_ Title: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

If assistance is needed in completing this form, please call Judy Wilson (757) 514-4255, Brandon Darden (757) 514-4252 or (757) 514-4260 in the Commissioner of the Revenue's Office.



# CITY OF SUFFOLK, VIRGINIA

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Susan L Draper  
Commissioner of the Revenue  
P O Box 1459  
Suffolk, VA 23439

## PREPARED FOOD AND BEVERAGE TAX

The prepared food and beverage tax, also known as the meals tax, is to be imposed on the sale of food and beverages served, sold, or delivered from a food establishment, whether prepared in such food establishment or not, or whether consumed on the premises or not. Most food items prepared or sold by a restaurant, cafeteria, fast food chain, delicatessen, and/or convenience store are subject to the food and beverage tax. All food sales by the following vendors are presumed to be taxable: caterers, concession vendors, theme parks, sports arenas, stadiums, fair and carnival vendors, hamburger and hot dog stands, mobile food vendors, and movie theaters. The tax rate is 6.5%.

## ADMISSIONS TAX

The admission tax is imposed on the admission charge to any place of amusement or entertainment, to be paid by every person who pays an admission charge to such place. The tax rate is 10%.

## REMITTANCE AND PENALTY

The person collecting such tax must complete a report indicating the total amount of applicable gross receipts from the preceding month, along with the amount of tax calculated on that figure. The person shall sign and deliver such report to the Commissioner of the Revenue's office with remittance made payable to the city treasurer. The report and remittance shall be made **on or before the 20<sup>th</sup> day of the month** for taxes collected in the preceding month. Payments received after the due date are subject to penalties and interest. The tax shall be deemed to be held in trust by the collector of such tax. Failure to collect such tax does not relieve the person responsible for collecting such tax from the tax liability.

Failure to comply with the provisions as set forth in the Suffolk City Code is punishable as a criminal offense. Each violation constitutes a separate offense. A criminal conviction does not relieve such person from the payment, collection or remittance of the tax. Corporate/partnership officers, directors and members are personally liable and personally responsible for payment of said taxes.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF SUFFOLK, VIRGINIA

P.O. Box 1459  
Suffolk, Va 23439-1459



Susan L Draper  
Commissioner of the Revenue

Phone: (757)514-4260  
Fax: (757)514-4270  
[bustax@suffolkva.us](mailto:bustax@suffolkva.us)

## VENDORS SPECIAL TAX APPLICATON

### Registration, Collection and Reporting of:

Food & Beverage Tax **6.50%**

Admissions Tax **10.00%**

SS# or Federal ID#: \_\_\_\_\_

Applicant: \_\_\_\_\_

Indiv.( ) Partnership ( ) Corp.( ) LLC ( )

Trade Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ - \_\_\_\_\_

### List the Suffolk Event(s) you are planning to attend and dates if known:

\_\_\_\_\_

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### Owner/Officer Responsible for Collecting and Remitting Tax:

\_\_\_\_\_  
Name Title Social Security#

\_\_\_\_\_  
Home Address Home Telephone#

\_\_\_\_\_  
Name Title Social Security#

\_\_\_\_\_  
Home Address Home Telephone#

\_\_\_\_\_  
Signature of Applicant Title Date

### FOR OFFICE USE ONLY

ACCOUNT# \_\_\_\_\_ COMMENTS \_\_\_\_\_

\_\_\_\_\_