



FREDERICK COUNTY, VIRGINIA
COMMISSIONER OF THE REVENUE

107 North Kent Street, Winchester VA 22601 • PO Box 552, Winchester VA 22604-0552

Amber Lucht
Business Division

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amber.lucht@fcva.us

Phone: 540-722-8335
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Account No.: _____
Lic. Effective Dates: _____

**APPLICATION FOR VENDOR LICENSE
FOR EVENT/SHOW/FESTIVAL**

- Please read the relevant Business License and Taxation provisions of Chapter 155 of the Frederick County Code.
- If Vendor has been granted a recognition of exemption from federal taxation (*e.g.*, under section 501(c)(3)) by the IRS, please attach a copy of the document evidencing such IRS exemption recognition to this Application.
- Vendor license must be obtained by all out-of-jurisdiction vendors pursuant to Frederick County Code § 155-100 and by all other vendors pursuant to Frederick County Code § 155-73.
- Vendor fee of \$30 is per event/show/festival. Payment can be made by check payable to the "Frederick County Treasurer" and included with this application or the application can be emailed to amber.lucht@fcva.us and an email will be sent when the account is available for online payment.
- Vendors who sell food and drink may be subject to additional Meals Tax requirements per the Frederick County Code § 155-117 through § 155-130 and VA State Code § 58.1-3833, including the collection & remittance of a separate Meals Tax.
- The issuance of this License does not relieve the licensee of the obligation to comply with the requirements or regulations of the Department of Health, Fire & Rescue Department, Alcoholic Beverage Control Board, and/or all other applicable State or local agencies or County Departments and to maintain in full force and effect all other applicable licenses and permits.

EVENT INFORMATION *Forms accepted starting 30 days prior to event *

Event Title/Name:		Event Date(s):	
Event Location:			
Sponsor Name:			
Sponsor Address:			
Sponsor Contact:		Contact Phone:	

VENDOR (APPLICANT) INFORMATION

Vendor Name:			
Trading As/Fictitious Name (if applicable):			
Business Entity & Names/Titles: • Officers (Pres., V.P., Sec., Treas.) • Directors • Partners • Members	Check one: <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify): _____		
	Name _____ Name _____ Name _____	Title _____ Title _____ Title _____	Name _____ Name _____ Name _____
Mailing Address:			
Physical Address:			
Business Phone:		Fax:	
Contact Person:		Contact Phone:	
Email Address:			
Federal EIN / SSN:			
VA Sales Tax No.:		OR VA Sales Tax Exemption No.:	
Description of Items for Sale:			Do you intend to sell food/beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION

This application with signature confirms that Applicant has complied with all the requirements of the Frederick County Code. If the Applicant is a business entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. ***It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)***

I, the undersigned, do swear or affirm under penalty of perjury that (1) the information herein is true, complete, and correct to the best of my knowledge and belief, (2) I understand the limits of this License, and (3) I am an individual, the business owner, or a member, partner, executive officer, or other person specifically authorized by the business in writing to sign on its behalf.

Signature

Print Name

Title or Capacity for Signing

Date