



BEACON LIGHT CIVIC LEAGUE, INC.

P.O. Box 4683 • Norfolk, Virginia 23523 • BeaconLightCivicLeague@AOL.com

February 20, 2025

31st Annual Berkley Reunion!

Dear Berkley Reunion Vendor,

The 31st Annual Berkley Reunion will be held August 15, 16 & 17, 2025 at Berkley Park, Norfolk, VA. Sponsored by the Beacon Light Civic League, Inc. of Berkley, the Berkley Reunion is the community's premier event of the year. You are cordially invited to register as a vendor for our event. The community comes together to build a hope for the future through unified action, love and compassion.

Please confirm your desire to participate as soon as possible by providing the information requested in the form below. You can send the information by postal mail, email, or call and leave a voice message. Here are some key dates for your planning:

- Aug 11: Deadline for sending us your vendor application/information
- Aug 13-14: Meet at Berkley Park to receive your space assignment.
- Aug 14: Due date for obtaining your Special Event Vendor License (all) and Health Permits (food vendors only).
- Aug 15, 16, 17: Event Days

Enclosed is some important information that will help you prepare for a successful operation and comply with all City of Norfolk and State of Virginia license, tax, and health/fire safety requirements. The City of Norfolk conducts onsite inspection of food vendors, so please don't delay in taking care of your business. If you have any questions about these requirements, contact the agency point of contact.

The 2025 fee schedule is \$160.00 for the entire event. Make checks payable to BLCL-Berkley Reunion, P.O. Box 4683 Norfolk, VA 23523. Feel free to contact me with any questions, suggestions or concerns.

Lisa Wilder
Chairman Berkley Reunion Committee
Lwo2013@outlook.com

2025 Berkley Reunion Vendor Application

I/We plan to participate on the following days of the event:

___ Fri 15 Aug

___ Sat 16 Aug

___ Sun 17 Aug

Vendor Business Name _____ Owner's Name & Address _____

Daytime Phone# _____ Email _____

Type of Food, Goods, or Services Offered: _____ - _____

I/We are aware that the City of Norfolk and State of Virginia have various licensing, tax, health, equipment, and fire safety requirements that must be met before we can operate at the Berkley Reunion.

Vendor Signature _____ Date _____