

### **Food Vendors Application:**

Enclosed is a vendor application; pictures of your booth set up and product(s) must be attached. If pictures are not with your application, you will not be considered. All pictures will be returned to you upon request. The completed package must be received in our office two weeks prior to the first month in which you wish to participate. Only those vendors and groups appropriate for this event will be selected. **All booth locations are assigned in the order that they are received. We do not have competing vendors.**

Once the application is received and accepted you will be sent 2 payment request (PR) forms. There are several methods of payment; credit card, check or cash. Credit Cards are the preferred method. You will have 7 business days to complete the payment process. Vendors have the option to pay by phone with a Credit Card (MC and Visa only). Checks and Money Orders can be mailed to the Parks & Recreation office. **DO NOT MAIL IN CASH.** Cash payments must be paid in person at the Parks and Recreation Administrative Office at 1350 West Broward Blvd. Office hours are Monday through Friday, 8:00am to 5:00pm. When making your payment one copy of the (PR) form must be submitted with payment. Keep the second copy for your records. If payments are sent in incorrectly it may affect your booth space, and or acceptance. Payments are no longer accepted by event staff or on the day of the event. **DO NOT PAY FOR MORE THAN ONE MONTH AT A TIME** unless you are given prior approval by the event coordinator(s). Please note the refund request can be a timely process.

### **Food Vendors Rules and Guidelines:**

The following guidelines have been established to provide a clean environment and ambience for the patrons.

- ♪ It is the vendor's responsibility to supply all tents, weights or supports for tents, electric cords, cash drawers, food supplies and menu, etc.
- ♪ All tents must be white. No covers are allowed on top of other colored tents.
- ♪ All tables must be covered and skirted. Covers are required to match on all tables inside the booth. Covers must be marine blue, navy, or black. Skirts can either match the covers or be white. Bed Sheets or material with frayed edges or holes are not permitted.
- ♪ Event set up begins at 7:00 a.m. Food vendors may begin at 8:00 am and must be complete by 10:00 am. Event shut down begins at 2:00 pm. Everything must be removed by 3:00 pm. The Police or the Parking Department may ticket you after this.
- ♪ Vendors are to be set up **at least one hour prior to the event start time** and remain open during all hours of the event.
- ♪ **All vehicles must be removed from your booth location and parked in the designated parking lot by 9:30am.**
- ♪ All signs in booths must be made professionally and not hand written.
- ♪ Vendors must place all goods, tables and setups inside of the tent at all times. No exceptions. Boxes and packaging must be stored out of sight.
- ♪ Vendors are not allowed to sell anything other than the food items listed on their application without prior approval. Unauthorized items are subject to removal from the booth at any time. No sales, use or possession of alcoholic beverages, tobacco products, or firearms is permitted.
- ♪ Vendors are responsible for the removal of all vendor set up and cleanup of trash from the booth area. Trash receptacles are located throughout the event area. If you have excessive trash please bring your own trash bags and clean up after your booth.

\_\_\_\_\_/\_\_\_\_\_  
Please Initial

## **Food Vendors Rules and Guidelines (continued):**

- ♪ No vendors or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. Appropriate dress attire is required (must wear shirts, swimsuits are not permitted). Vendors manning a booth must be over the age of 18 or accompanied by an adult.
- ♪ Each exhibitor is responsible for collecting, reporting and paying Florida State Sales Tax or 6.5% and obtaining any necessary state, county or city permits."

**The City of Fort Lauderdale Special Events Staff has the right to control the "VISUAL IMPACT" and overall presentation of the event at their discretion. If it is determined by the staff that a vendor's display is detracting from the overall site presentation, a change or improvement will be required. Vendors that do not comply with the guidelines of the event will be asked to leave and will not be permitted to return. Refunds will not be given for violations. Vendor booths are subject to change and relocation at the Special Events Staff's discretion.**

After your first month of participation, vendor must resubmit the application (pictures not necessary). Return applications are good for 6 months. Payment Request forms will be sent out (by mail or e-mail), payment must be made by the deadline. Vendors will be accepted and assigned a space as the application comes in. If you wish to add/delete items to sell, you must re-submit an application.

**Cancellation Policy:** In most cases, the Special Events staff will not cancel an event in advance. The Special Events Hotline has a weather update option where updates are recorded. If extreme acts of nature are expected or inclement weather encountered then the event will be cancelled. We recommend you check the hotline number for decisions regarding weather. If the event is cancelled by the Special Events Staff then the payment for that month will be carried to the following month. If a refund is desired or the vendor requests transfer to an alternate month, a letter with this request will be required within 2 weeks of the cancelled event. Should a vendor be a "NO SHOW" or not call/email to cancel in advance of the event the vendor is not eligible for a refund. Failure to provide notice of absence for the 3<sup>rd</sup> time will result in loss of space, loss of fees paid in advance and possible termination of future participation.

If you have any questions or concerns please contact our Special Events Office prior to the date of the event. We appreciate your cooperation.

**Fort Lauderdale Parks and Recreation Department/Special Events  
Attn: Jazz Brunch  
1350 West Broward Blvd. Fort Lauderdale, FL 33312**

**Debbie Bylica, Special Events: [dbylica@fortlauderdale.gov](mailto:dbylica@fortlauderdale.gov) 954-396-3622**

**Julie Oakley, Art & Craft Vendors: [joakley@fortlauderdale.gov](mailto:joakley@fortlauderdale.gov) 954-828-5811**

**Main Office: 954-828-PARK, Fax: 954-828-5650**

**24hr Event Hotline & Weather (Cancellation) Updates 954-828-5363**

\_\_\_\_\_/\_\_\_\_\_  
Please Initial



**SunTrust Sunday Jazz Brunch  
2010  
Food Service Application**



Restaurant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # (2) \_\_\_\_\_

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

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BOOTH/CART FEES:** 10' w X 10 w' \$ 160.00 + 6% Florida Sales tax or \$145.00 + 6% Florida Sales tax if paid six (6) months in advance total to be (\$870.00 + 52.20 = \$922.20 per 10 x 10 booth space or cart)

**DO NOT SEND IN PAYMENT WITH THIS FORM**

**BOOTH INFORMATION:** All booths are 10' frontages by 10' depth. White tents required. Tables must be covered and skirted.

**FOOD AND/OR DRINKS**

Please list four main items that you wish to sell with their selling prices:

- 1. \_\_\_\_\_ Price: \$ \_\_\_\_\_
- 2. \_\_\_\_\_ Price: \$ \_\_\_\_\_
- 3. \_\_\_\_\_ Price: \$ \_\_\_\_\_
- 4. \_\_\_\_\_ Price: \$ \_\_\_\_\_

Please list three side items that you wish to sell with their selling prices:

- 5. \_\_\_\_\_ Price: \$ \_\_\_\_\_
- 6. \_\_\_\_\_ Price: \$ \_\_\_\_\_
- 7. \_\_\_\_\_ Price: \$ \_\_\_\_\_

**INSURANCE:** All restaurants / food service companies are required to provide an original insurance rider with a minimum amount of one million liability and listing the City of Fort Lauderdale **as additionally insured** for the date of the event.

**APPLICATION DEADLINE:** Two weeks prior to event, first Sunday of every month in 2010. Applications received after that date are subject to space availability. \*\*All booths are assigned on a first come, first serve basis and at the discretion of the event staff. All booth payments must be submitted with an invoice from the event coordinator ONLY. Payments are not accepted with the application. Submission of this form indicates your full acceptance of the terms listed in the EVENT GUIDELINES.

**RELEASE:** I, the undersigned, do hereby forever discharge, release and hold harmless the City of Fort Lauderdale and its sponsors, of and from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damage to the person or persons or property of the undersigned while in the possession or under the supervision of the City of Fort Lauderdale. I hereby consent to all rules and regulations established for the festival and understand that the Festival Coordinator will have final authority. If accepted, I understand that my fee will not be refunded if all or part of the Festival is cancelled due to inclement weather or other acts of God over which the City of Fort Lauderdale has no control. I further understand that my fee will not be refunded if I am accepted and choose not to attend.

I further grant the City of Fort Lauderdale permission to use any photographs or video of my participation in the event for any legitimate reasons.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2010      Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2010

Name (please print): \_\_\_\_\_ Name: \_\_\_\_\_

Restaurant: \_\_\_\_\_ Title: \_\_\_\_\_

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