



**2020 Food Vendor Application for the Deerfield Beach
MLK Birthday Celebration
January 20, 2020**

BOOTH REQUIREMENTS: The booth fee is for a 10' x 10' space only. The vendor must supply approved tent, lights, tables, and chairs or an optional rental package is available at an additional cost. Electricity is included for lighting only but the vendor must supply their own lights (florescent/energy efficient) and extension cords (minimum #12 gauge/25 foot) for hook up.

Company Name: _____

Your Name: _____

Address: _____

E-mail: _____ Phone: _____

Please attach a menu listing the items that will be sold along with the prices.

Vendor Fee:	Food vendor Registration Fee (10' x 10' Space)	\$75.00 x _____ of booth(s)
	Push Cart Registration Fee	\$50.00 x _____ of booths

Total Enclosed \$ _____

CHECK for full payment enclosed and made payable to "City of Deerfield Beach"

Check to pay by credit/debit card and the manager assigned to your application will put the balance on your household on RecTrac and reach out to you through e-mail..

Electrical Access: We provide you with 5 amps of power which is enough to run 2 lights. Please contact us if you need additional electricity.

NOTE: Space assignments for approved applicants accepted by the City of Deerfield Beach will be determined by the order in which they are received. **Photo of booth or product must be submitted.** No space assignment will be made without full payment and approval of insurance requirements.

Special Requests: _____

For information on how to pay by credit/debit card please call the Community Events and Outreach Division at 954-480-4429.

Please mail or fax completed application to:
Deerfield Beach Parks & Recreation Department
Attn: Community Events
401A SW 4th St, Deerfield Beach, FL 33441
Fax: (954) 480-4393

Should you have any further questions please contact the Community Events and Outreach Division at 954-480-4429 or e-mail dfbspecialevents@deerfield-beach.com.



VENDOR RULES AND REGULATIONS

SIGN AND DATE THIS FORM AND SUBMIT WITH YOUR APPLICATION

Festival Hours:

Set-Up: Monday, January 20th 10:00 AM - 11:30 AM

Event: Monday, January 20th 12:00 PM - 4:00 PM

Breakdown: Monday, January 20th beginning at 4:00 PM

1. An application is a commitment to the show; however, refunds will be made for cancellation if received prior to January 10th, 2020. Phone (954) 480-4429 or e-mail dfbspecialevents@deerfield-beach.com.
2. Further details regarding rules and complete instructions will be e-mailed to all exhibitors accepted to the Festival.
3. You must adhere to hours for the event Monday, January 20th from 4:00 PM to 9:00 PM. Early breakdown will result in exclusion from ANY future City of Deerfield Beach events.
4. Tent must be 10' x 10' in good condition and you must use weights as no stakes are allowed. You must include a photo of your booth or product for placement.
5. NO vendors will be allowed to set up unless full payment has been received.
6. The City of Deerfield Beach reserves the right to reject or accept any vendor.
7. Set-up is from 10:00 AM - 11:30 AM. ALL VEHICLES MUST BE REMOVED BY 11:00 AM.
8. Inspections 1 hours prior to announced opening time on Monday, January 20th (11:00 AM).
9. You, your staff, and your booth must remain neat, clean and kept in an orderly fashion. Only one vendor is allowed per space. Exhibits and displays must be contained within your booth space. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view. All boxes must be broken down before discarding.
10. Vendors are responsible for having appropriate licenses and collecting sales tax. Each exhibitor must individually comply with all Florida sales tax regulations and mail your proceeds to the State of Florida Department of Revenue
11. No beverages may be sold by any vendor unless specifically approved on the application.
12. No handmade signs are allowed. If using tables, make sure they are properly covered.
13. The event staff and the City of Deerfield Beach will not be liable for any losses or damages of any kind that occur at your booth. Every exhibitor is responsible for his own property in the event of loss, damage or personal injury.
14. There are no refunds on deposits or cancellations of the event due to rain or acts of nature.
15. Only items listed and approved on this application will be allowed to be sold at the event.
16. If you play music, the volume must be at a level that allows the adjacent vendors, staff members, and the public to conduct business in a normal speaking voice. Failure to comply will result in forfeiture of booth space.
17. Each company/organization participating in the MLK Weekend Celebration Event shall indemnify and hold harmless, the City of Deerfield Beach and all sponsors from all claims, liabilities, costs, expenses and damages which may result from the operation of their concession.
18. Participants in concessions will refrain from consuming & selling alcoholic beverages while working.
19. Booths that will be cooking are required to have a 2020 fire extinguisher and apply for a special Health Department Temporary Food Service Establishment Permit.

APPLICATION CHECKLIST:

- Completed vendor application including signed Vendor Rules and Regulations. Photos of your booth/merchandise
- Provide the attached signed and notarized Background Affidavit Full payment for application booth fee
- Postage paid envelope if you would like your photos returned

I am entering into a contract to participate in the MLK Weekend Celebration Parade & Picnic on January 20th, 2020. I agree by all management's rules and regulations. I understand this contract will be legally binding between two parties once the application has been accepted. Vendors should insure their own exhibit and display materials. The City of Deerfield Beach does not and will not assume liability for theft, injury, or any other accident that may occur during the event to visitors or vendors. I, on behalf of the Vendor, do hereby knowingly, freely, and voluntarily assume all liability for any damage or injury that may occur as a result of the Vendor's participation in event(s) to be held at a Broward County park(s), and agree to release, waive, discharge, and covenant not to sue Broward County, its current and former officers, agents, employees, and volunteers (collectively, the "Releasees") from any liability or claims for damage or injury that may be sustained by the Vendor, its officers, employees, or agents, or any third party directly or indirectly in conjunction with, or arising out of, the Vendor's participation in the event(s). I, on behalf of the Vendor, further agree to indemnify and hold harmless the Releasees from and against any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorneys' fees, court costs, and expenses (collectively, a "Claim"), raised or alleged to be caused, in whole or in part, by any intentional, reckless, or negligent act or

Vendor Signature: _____

Date: _____

**Special Event Individual
Background Affidavit**

STATE OF _____)
))
COUNTY OF _____))

I, the undersigned, being first duly sworn, do hereby state under oath and under penalty of perjury that the following facts are true:

1. I am over the age of 18 and am a resident of the State of _____.
2. I hereby certify that I am not registered nor am I required to be registered as a sexual offender with the State of Florida Department of Law Enforcement pursuant to Section 943.0435, F.S.

Executed this _____ day of _____, 20____.

By _____
(Signature)

By _____
(Name and Title)



**Department of Fire Rescue & Emergency Services Fire Marshal's Bureau SPECIAL
EVENT GENERAL FIRE INSPECTION INFORMATION**

GENERAL REQUIREMENTS:

- All fire extinguishers must be properly tagged within the State of Florida by a licensed certifying agency.
- Compressed gas tanks, such as helium tanks, must be properly secured to prevent tank from falling over.

TENTS & CANOPIES:

- Tents larger than 10' x 10' must be permitted through the City of Deerfield Beach Building Department.
- Tents and canopies must be fire resistant with proper documentation/tags provided.
- A proper certified fire extinguisher must be present and properly tagged.

ELECTRIC/EXTENSION CORDS:

- Extension cords must be UL listed for outdoor use (indoor extension cords may not be used outdoor).
- When in a crossing path, they must be properly covered and protected.
- The cords must be free from splices, damage or deterioration and must be grounded.
- Cords must have proper amperage capacity that is not less than the capacity of the appliance.

GENERATORS:

- All generators must be grounded.
- If larger than 5KW (5000 Watts) an additional permit is required through the City of Deerfield Beach Building Dept.
- Generators must be 10ft away from any structure, completely surrounded by a barrier and placed on a firm, flat, level surface outdoors.
- Must be fully fueled prior to use. Refueling may be conducted only when generator has been turned off and is cool to touch. All fuel being used in the generator must be stored in the proper fuel containers and properly sealed with appropriate spout covers, caps, etc.
- A proper certified fire extinguisher (minimum 2A:10BC) must be present and properly tagged.

COOKING:

- A 10ft minimum clearance is required on both sides of any cooking vendor and shall not be located within 10ft of any amusement rides.
- Open flame cooking equipment must be a minimum of 10ft from any structure.
- Cooking areas must be enclosed by approved means from the general public.
- LP tanks will be required to be tested and certified by a licensed person or company and will be checked in place on the day of the event with paperwork provided to the Fire Department, Fire Marshal's Bureau when completed.
- LP tanks must be properly secured to prevent the tank from falling over and must be at least 10ft from any open flame.
- If using a commercial cooking appliance which is self-contained and does not require the LP tank to be located 10ft away, documentation must be submitted to the Fire Department, Fire Marshal's Bureau for review prior to event.
- Appliances must be placed on firm, flat and level outdoor surfaces.
- Food preparation and sale (excluding non-profit agencies) must contact the Florida Department of Business & Professional Regulation, Division of Hotels and Restaurants (850-487-1395) to schedule an inspection prior to selling food.
- Fire suppression systems in food trucks or trailers must be properly tagged by a State of Florida certifying agency.