



## VENDOR APPLICATION & AGREEMENT

The 14th Annual Love-In Party in the Park will be held on Sunday, April 30, 2017. Hours will be from 11:00 AM to 6:30 PM. The festival is conducted at Greynolds Park, located at 17530 West Dixie Highway, North Miami Beach, FL, 33160. This is the address where vendors will enter the park on the day of the event.

This application contract entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, is between: \_\_\_\_\_, a Craft Vendor, and Miami-Dade Parks, Recreation and Open Spaces/ Parks Foundation of Miami-Dade. Whereas the vendor applies to occupy a 10' X 10' booth space on said premises subject to the terms and conditions contained herein and as attached, will submit required materials for approval by committee.

### RULES:

1. Vendors are accepted on a first come/first served basis, based upon the date of receipt of the entry form and the approval of the event coordinators. Applications will not be accepted after Friday, April 14, 2017. **Note any special consideration on entry form.**
2. Upon acceptance, vendor agrees to occupy assigned area for the entire duration of the event. Vendor location assignments are based on several factors: Date of application approval, similarities between items sold, and types of items sold. Location requests will be considered previous to the event date. You may make requests in the comments section of this application. Please do not make requests on the day of the event.
3. Vendors agree to have preparation areas set up and ready for business by 10:00 am on Sunday, April 30, 2017.
4. Exhibitors must provide their own tent (10x10), easels, tables, chairs, lights, and electrical supply. These must be self-supporting with no nails or other damaging hardware in the trees or shrubs. We do not provide electricity, small generators are permitted.
5. Spaces are 10' x 10' and will be assigned no earlier than 2:00 PM Friday, April 28, 2017. Tents larger than 10x10 are allowed but will count as another 10' x 10' tent and an additional \$150 for Craft vendors.
6. Vendors are asked to enter the facility through the West Dixie Entrance and obtain their vendor passes if not previously obtained via email. All staff working at the vendor's booth is asked to wear their pass.
7. Vendor agrees to sell only the items approved by the committee and listed at the prices specified.



# Live-in Party in the Park

8. Vendor must clearly display booth signage and a menu board with available products and price list.
9. All employees agree to be properly attired at all times. Vendors and employees will not be permitted to drink alcoholic beverages during event hours.
10. Vendor will solely be responsible for the security and safety of vendor's personnel, cash, equipment, goods, inventory, supplies, or other property. Miami-Dade County will not be responsible for theft, loss, damage or injury of any person or property.
11. Cars, trucks and trailers may enter the event area at 7:30 a.m. and must be out of the Festival area before 10:00 a.m. Vehicles may not re-enter the grounds until one hour after closing. Under no circumstances are vehicles to be operating in the event footprint. Exhibitors who abandon vehicles will have their vehicles towed. There will be no exceptions.
12. Vendors will be responsible for keeping their area clean throughout the event. Vendors must clean area at the end of the event. All litter and packaging must be removed from the site by the vendor.
13. All booths and equipment are required to meet uniform fire codes for a tent, canopy or other temporary structure. Vendor will be responsible for securing a regulation fire extinguisher in the booth at all times during the event.
14. The park staff has the right and will execute that right to ask an exhibitor to leave if not conforming to the park rules or for misrepresenting the nature of an exhibit. No Pets Allowed. Refunds will NOT be made under such circumstances.
15. Each vendor must individually comply with applicable City, County State and Federal sales tax regulations as well as all local licenses, fees and permits required, prior to the event. The enforcement of these rules and regulations is under direct supervision of park management.
16. Vendor agrees to conform to all ruled and will follow instructions by authorized personnel of this event, or vendor will be asked to leave the event immediately, forfeiting refund for rental space. Full payment must be received and cleared for booth assignment. No refunds will be made for cancellations after acceptance into the event. Grounds security will be provided throughout event weekend.
17. ADA requirements for all vendors: Merchandise for display should be within a line of sight no higher than 48 inches from the floor or ground for persons of short stature or wheelchair users. If merchandise is displayed higher than 48 inches, the merchant must provide assistance to customers with disabilities in order to reach items. All cashier counters (counters where money transactions occur) must be no higher than 36 inches maximum above the floor or ground, for a minimum length of 36 inches. If counter is higher than 36 inches, the merchant must provide assistance to customers with disabilities in order to carry out transactions. Aisles for passage within vendor and exhibit spaces must be 36 - 42 inches apart to allow clearance for wheelchair users.





**PLEASE COMPLETE THE APPLICATION IN FULL; IT WILL NOT BE PROCESSED IF INCOMPLETE.**

- Please provide all required documentation. Applications will not be accepted unless all documentation is provided along with this form.
- Sending in an application with check is not an approval. Applications will be approved on a bi-weekly basis. You will be contacted via email once your application is approved. Checks will not be deposited until your application is approved. If your application is not approved, you may request that your check be mailed back.
- Please list all items you plan on selling at your booth. If there is not enough room, please include an additional sheet with more information. Items not listed will not be allowed to be sold at the event.
- Please provide us with pictures of your set-up (ie: Booth w/ items).
- We do not provide tents to our vendors.

Vendor Name : \_\_\_\_\_

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

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

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

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

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

Vendor herein waives, releases, and discharges any and all claims for personal injury, illness or death, property damage or loss, which may result directly or indirectly from my/our participation. This release is intended to discharge in advance the Miami-Dade County, promoters, coordinator, coordinators, producers, and sponsors of this event. Confirmation of space location, entrance passes and, parking information will be mailed to each accepted vendor prior to event. Use of the space is restricted to the vendor whose name appears on the application form. Subletting, selling, or giving of space to anyone is prohibited. Any breach of this rule forfeits the rights of the applicant.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please list all the items you plan to sell. Attach separate sheet if additional space is needed.

**CRAFT ITEMS:**

1. \_\_\_\_\_ PRICE: \_\_\_\_\_ 2. \_\_\_\_\_ PRICE: \_\_\_\_\_

3. \_\_\_\_\_ PRICE: \_\_\_\_\_ 4. \_\_\_\_\_ PRICE: \_\_\_\_\_

5. \_\_\_\_\_ PRICE: \_\_\_\_\_ 6. \_\_\_\_\_ PRICE: \_\_\_\_\_

7. \_\_\_\_\_ PRICE: \_\_\_\_\_ / 8. \_\_\_\_\_ PRICE: \_\_\_\_\_

\_\_\_\_\_ Craft Vendor Space(s) at \$150

**TOTAL ENCLOSED \$ \_\_\_\_\_**

<p><b>Please send your Check or Money Order payable to:</b>  <b>Miami-Dade County by April 14, 2017.</b>  <b>Mail Completed Entry Form To:</b>  <b>Love-in Vendor Coordinator</b>  <b>Miami-Dade Parks, Recreation and Open Spaces</b>  <b>17530 West Dixie Highway –North Miami Beach, FL 33160</b>  <b>E-mail: <a href="mailto:shaquanda.fedrick@miamidade.gov">shaquanda.fedrick@miamidade.gov</a></b>  <b>Fax: 305-945-3428</b></p>	<p><b><u>Vendor Application Check List:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed and completed application</li> <li><input type="checkbox"/> Check or Money order for booth(s)</li> <li><input type="checkbox"/> Photo of booth</li> <li><input type="checkbox"/> Miami-Dade County Disclosure Affidavit</li> </ul>
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