

# EVENT GUIDELINES:

PLEASE KEEP THIS FOR YOUR RECORDS.

Downtown Fort Lauderdale comes alive the first Sunday of each month along the historic New River for the 20<sup>th</sup> Anniversary of the Annual SunTrust Sunday Jazz Brunch 2010. This very popular event is held in downtown Fort Lauderdale with 4 stages of FREE entertainment from 11:00 AM – 2:00 PM. Food and beverages can be purchased from local restaurants and vendors set up along the Riverwalk. Selective unique craft vendors also display their wares during event hours. We encourage you to bring beach chairs and blankets for your comfort. Please join us for this outstanding music concert series. Call our 24-hour hotline at 954-828-5363 for more information or updates for the event.

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, chairs, tables, display materials, electric cords, cash drawers, and weights or supports for tents etc.
- ♪ Set up begins at 7:00 am, all booths must be set up by 10:00 am. Shut down begins at 2:00 pm and everything must be removed by 3:00 pm or Police may ticket you.
- ♪ 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 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 fray or holes is not allowed.
- ♪ 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 goods 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.
- ♪ 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.
- ♪ 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."

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

(Please read back for continued information)

## **EVENT GUIDELINES PAGE 2**

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

Once the application is received and accepted you will be sent 2 payment request forms. 1 PR form keep for your records. The other copy of the form will need to be turned in with payment. You will have 7 business days to return the payment request form and payment. Vendors will have the option to pay by phone with Credit Card (MC and Visa only). Credit Cards are the preferred method of payment. Checks and Money Orders can be mailed in. **DO NOT MAIL IN CASH.** Cash payments must be paid in person. Cash and other payments are accepted **ONLY** at the Parks and Recreation Main Office at 1350 West Broward Blvd. during office hours only. Hours are from 8:00am to 5:00pm, Mondays through Fridays. Payments must be submitted with a payment request form. If payments are sent in incorrectly it may affect your booth space, acceptance, and the refund request can be a timely process. Payments are no longer accepted by event staff or 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) **ONLY**.

Each month that you wish to participate you must resubmit the application (pictures not necessary). PR forms will be sent out and payment must be made at least 2 weeks in advance of the event date requested. Vendors will be accepted and assigned a space as the application comes in. Return applications are good for 6 months. After 6 months you must reapply if you have not continuously been attending. If you wish to add/delete items to sell, you must list on the application.

**Cancellation Policy:** In most cases, Special Events will not cancel in advance of the event. If inclement weather or extreme acts of nature are expected or encountered then the event will be cancelled in advance. Check the hotline number for immediate decisions on cancellation messages. If the event is cancelled by the Special Events Staff then the payment for that month will be moved to the following month. If a refund is requested or another month of payment is desired, a letter of request will be required within 2 weeks after the date that the event was scheduled. Should a vendor "NO SHOW" and/or not call/email to cancel in advance of the event (messages recorded have dates & times listed when calls come in); the vendor will not get 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.

### **City of Fort Lauderdale Parks and Recreation Department/Special Events**

**Attn: Jazz Brunch**

**1350 West Broward Blvd. Fort Lauderdale, FL 33312**

**Stephanie Brady, Special Events** [sbrady@fortlauderdale.gov](mailto:sbrady@fortlauderdale.gov) 954-396-3696

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

**954-828-5650 fax 954-828-PARK Main Office**

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

**WEBSITE: [www.fortlauderdale.gov/events](http://www.fortlauderdale.gov/events)**

# VENDOR APPLICATION 2010



**MONTH REQUESTED:** \_\_\_\_\_ Repeat Vendor? \_\_\_\_\_ When? \_\_\_\_\_

Exhibitor(Company)Name: \_\_\_\_\_ ContactName: \_\_\_\_\_

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

Telephone# & Cell#: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

CRAFT / ART TO BE DISPLAYED: \_\_\_\_\_

PLEASE ENCLOSE PICTURES / PRICE RANGE OF ITEMS: \_\_\_\_\_ Do you accept credit cards? \_\_\_\_\_

## DO NOT SEND IN PAYMENT WITH THIS FORM

BOOTH SELECTION	CHECK ONLY WHICH APPLIES
10 X 20 Standard double (art/craft) \$82.08 + 6% Tax (\$4.92) =	<b>\$87.00</b> _____
10 X 10 Standard (art/craft) \$41.51 +6% Tax (\$2.49) =	<b>\$44.00</b> _____
Tent Rental (not always available) \$94.34 + 6% Tax (\$5.66) =	<b>\$100.00</b> _____
Sponsor Tent or Marketing Space \$750.00 + 6% Tax (\$45.00) =	<b>\$795.00</b> _____
Short Term Neighbor Fee (marketing) \$94.34 + 6% Tax (\$5.66) =	<b>\$100.00</b> _____

**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.

City of Fort Lauderdale Parks and Recreation Department  
 Mail to Attn: Jazz Brunch /Applications  
 1350 West Broward Blvd  
 Fort Lauderdale, FL 33312

**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 event and understand that the Event Coordinator will have final authority. If accepted, I understand that my fee will not be refunded if all or part of the event 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 have read, understand and agree to the EVENT GUIDELINES.

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 \_\_\_\_\_, \_\_\_\_\_ Accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
 Exhibitor Name (Please print)

\_\_\_\_\_  
 City of Fort Lauderdale

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

OFFICE USE ONLY: Date Received \_\_\_\_\_ By: \_\_\_\_\_