

PLEASE KEEP THIS FOR YOUR RECORDS.

**Bank of America Starlight Musicals 2018.** Friday evenings June 8 – August 10th (8 weeks) in Holiday Park, Fort Lauderdale from 7:00 PM – 10:00 PM.

- FREE entertainment.
- Food and beverages can be purchased from local restaurants and vendors
- Each week a local non-profit, selected by Bank of America, is featured.

Call our 24-hour hotline at 954-828-5363 for more information or updates for the event.

### **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 clean and neat.
- ♪ All tables must be covered and skirted. Skirts can either match the covers or be white. Bed Sheets or material with frayed edges or holes are not permitted.
- ♪ All signs in booths must be made professionally and not hand written.
- ♪ Vendors are to remain open during all hours of the event. Leaving early will affect returning to the event in the future.
- ♪ Event set up begins at 2:00 p.m. Vendors may begin at 3:00 pm and must be complete by 6:00 pm. Event shut down begins at 9:30 pm. Everything must be removed by 11:00 pm.
- ♪ **All vehicles must be removed from your booth location and parked in the designated parking area by 6:00 pm.**
- ♪ 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 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 their set up and the 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 (you 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. Vendors that do not comply with the guidelines of the event will be asked to leave at anytime and will not be permitted to return. Refunds will not be given for violations. If it is determined by the Special Events staff that a vendor's display is detracting from the overall site presentation, an immediate change or improvement will be required. The City has the right to relocate Vendor booths locations at discretion or as needed.**

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

## **Vendors Application:**

Enclosed is a vendor application. Complete this form, attach pictures of your booth set up and product(s) and return the completed application to the Parks and Recreation Department. Applications submitted without pictures 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 week in which you would like to participate. **All booth locations are assigned in the order that they are received. We do not have competing vendors.** Only vendors and groups that are appropriate for this event will be selected.

Once the application is received and accepted you will be sent a payment request (PR) form. A copy of the form should be returned with payment (if you pay by mail), keep a copy for your records. You will have 7 business days to complete the payment process.

Vendors have several payment options; credit card, check or cash. Checks and Money Orders can be mailed to the Parks & Recreation office. **DO NOT MAIL CASH.** Cash and credit card (Visa, MC and AMEX only), payments must be paid in person at the Parks and Recreation Office in Holiday Park at the Social Center 1150 G. Harold Martin Drive Fort Lauderdale 33304. Office hours are Monday through Friday, 8:00am to 4:30pm. Payments must be submitted with a payment request form. If payments are sent in incorrectly it may affect your booth space and/or acceptance. Payments can not be accepted by event staff or on the day of the event. **DO NOT PAY FOR MORE THAN ONE WEEK AT A TIME** unless you are given prior approval by the event coordinator(s). Please note the refund request can be a timely process. After your first week of participation, vendor may request to participate in additional weeks via e-mail (pictures not necessary). 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.

You will be required to provide a Certificate of Liability Insurance for one million dollars Naming the City of Fort Lauderdale as an additional insured and Certificate holder at the Parks & Recreation address below.

**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 week will be carried to the following week. If a refund is desired or the vendor requests transfer to an alternate week, a letter with this request will be required within 1 week of the cancelled event. Should a vendor be a "NO SHOW" or not call/e-mail to cancel in advance of the event the vendor is not eligible for a refund. Failure to provide notice of absence for the 2<sup>nd</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: Starlight Musical  
1150 G. Harold Martin Drive. Fort Lauderdale, FL 33304**

**Debbie Bylica, Special Events:** [dbylica@fortlauderdale.gov](mailto:dbylica@fortlauderdale.gov) 954-828-4622  
**Brittany Henry, Special Events:** [bhenry@fortlauderdale.gov](mailto:bhenry@fortlauderdale.gov) 954-828-3542

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

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

# VENDOR APPLICATION 2018



**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**

<b>10 X 10 Standard</b> (art/craft)	\$25.00 + 6% Tax (\$1.50) =	<b>\$26.50</b> _____
<b>10 X 20 Standard double</b> (art/craft)	\$50.00 +6% Tax (\$3.00) =	<b>\$53.00</b> _____
<b>Marketing Space</b> with sampling	\$750.00 + 6% Tax (\$45.00) =	<b>\$795.00</b> _____
<b>Neighbor Fee</b> (marketing)	\$100.00 + 6% Tax (\$6.00) =	<b>\$106.00</b> _____

**APPLICATION DEADLINE: Monday prior to event, that Friday. 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: Starlight /Applications  
1150 G. Harold Martin Drive  
Fort Lauderdale, FL 33304**

**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: \_\_\_\_\_