



Independence Day Celebration by the Bay
Thursday, July 4th; 6:00 PM to 10:00 PM
FLORIDA INTERNATIONAL UNIVERSITY BISCAYNE BAY
3000 NE 151st Street, North Miami, FL, 33181

Vendor Application

Vendor or Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: () _____ **Work** () _____

E-mail Address: _____

Please provide a copy of your government issued business license with your application.

*****Food vendors MUST attach a menu listing the items that will be sold along with the prices.*****

Vendor Fees:

<input type="checkbox"/> *Food Vendor Booth (10' x 10' Space)	\$125.00
<input type="checkbox"/> *Non - Food Vendor Booth (10' x 10' Space)	\$75.00

*You must be *self-sufficient* and provide your own tent, table, chairs, extension cords, lighting, & visible pricing for the public.*

<input type="checkbox"/> Optional Rental Package [(1) 10 x 10 Tent, (1) Table, (2) Chairs]	\$85.00
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Total Enclosed: \$ _____

Business Checks or Money Orders (No Personal Checks Allowed) for full payment enclosed and made payable to: **"City of North Miami"**

*You may pay by credit/debit card by visiting the Parks and Recreation office at 12300 NE 8 Avenue.

Application Deadline: Monday, June 17, 2019 at 5 PM

Return to: City of North Miami Parks and Recreation Department - Special Events
12300 NE 8th Avenue, North Miami, FL 33161

E-mail to: Kendra Warren, Special Events Supervisor, kwarren@northmiamifl.gov

Fax to: 305-892-8639, Attention: Kendra Warren, Special Events Division

Please direct your questions to: Kendra Warren at kwarren@northmiamifl.gov or 305-895-9840.

Additional information will be sent upon receipt of your application.



Vendor Rules and Regulations

SIGN AND DATE THIS FORM AND SUBMIT WITH YOUR APPLICATION

Set-Up: Thursday, July 4th 3 PM - 5 PM Event Hours: Thursday, July 4th 6 PM – 10 PM Breakdown: Thursday, July 4th beginning at 10 PM

1. Set-up is from 3 PM - 5 PM. **ALL VEHICLES MUST BE REMOVED BY 5:00 PM.**
2. NO vendors will be allowed to set up unless full payment has been received prior to event day.
3. You, your staff, and your booth must remain neat, clean and kept in an orderly fashion. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view. All boxes must be broken down before discarding.
4. Vendors are responsible for having appropriate licenses and collecting sales tax.
5. No beverages may be sold by any vendor unless specifically approved on the application.
6. No handmade signs are allowed. If using tables, make sure they are properly covered.
7. ***Once your application is approved, no refunds will be issued.***
8. The event staff and the City of North Miami will not be liable for any losses or damages of any kind that occur at your booth.
9. ***There are no refunds on deposits or cancellations of the event due to rain or acts of nature.***
10. Only items listed and approved on this application will be allowed to be sold at the event.
11. 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.
12. You must adhere to hours for the event Thursday, July 4th from 6 PM to 10 PM. Early breakdown will result in exclusion from future City of North Miami events.
13. The City of North Miami reserves the right to reject or accept any vendor.
14. Each company/organization participating in the Independence Day Celebration by the Bay shall indemnify and hold harmless, the City of North Miami and all sponsors from all claims, liabilities, costs, expenses and damages which may result from the operation of their concession.
15. Participants in concessions will refrain from consuming & selling alcoholic beverages while working.
16. Booths that will be cooking are required to have a 2019 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.

- Food vendors ONLY: Provide the attached menu and price list.
- Full payment for application booth fee.
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I am entering into a contract to participate in the City of North Miami Independence Day Celebration by the Bay on July 4th, 2019. 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 North Miami does not and will not assume liability for theft, injury, or any other accident that may occur during the event to visitors or vendors.

Print Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY:

State Issued Florida Driver's License Number: _____ Payment Form: _____
 Business ID Number: _____ Staff Name: _____



Vendor Terms & Conditions

GENERAL

One exhibitor is allowed per space. No subletting or sharing of space is permitted. Once registration is confirmed, transfer of a vendor space to an unregistered vendor is prohibited.

Booths must be occupied and open for business during all hours of the Halloween Haunted Trails.

No vehicles are allowed in the main event area Lot after 4 PM on Friday, October 26th or before 11:15. Vendors may start breaking down at 11 PM however, vehicles will not be permitted into the event area until 11:15 PM and attendees have cleared the area. The City of North Miami will have the final decision on this safety precaution and may change breakdown hours depending on circumstances.

FOOD PRODUCTS

Only the food items stated on the application and approved by the City of North Miami may be sold at the event. Food vendors will receive written confirmation on the items approved for sale. The City of North Miami reserves the right to refuse the sale of any items not specifically listed and approved or to refuse the sale of any item not in the best interest of the event, or cease the sale of any food product found not to be safe for public consumption.

To the best extent possible, food items will not be duplicated. If a vendor wishes to add an item after their application has been approved, they must call Kendra Warren at (305) 895-9840 to confirm and receive additional approval.

LICENSURE, APPLICABLE LAWS & REGULATIONS

A copy of your government issued business license must be submitted with your application. All equipment must comply with both state and local regulations and all food service must comply with Health Department regulations.

CLEAN-UP

Vendors are responsible for the complete clean-up of their space and disposal of all trash and debris. Disposal of oil and grease is **absolutely** prohibited on site and down City storm basins. Vendors must leave the event area as they found it when they set up and take all measures to prevent grease, oil and food drippings from dropping on and accumulating on asphalt. Failure to comply may result in exclusion from future City of North Miami events.

BEVERAGES

Vendors are prohibited from selling any alcoholic beverages. Vendors may sell sodas, juices, water, tea and Gatorade type beverages. Smoothies, ice cream based drinks, shaved ice, snow cones and slushy type drinks are considered specialty items and are subject to exclusivity.

SALES TAX

Vendors are solely responsible for paying all applicable Florida state sales tax.



Vendor Terms & Conditions (continued)

TRUCK/TRAILER PARKING & EMPLOYEE PARKING

Parking is extremely limited at the event. There are no accommodations for RVs, POP-UP CAMPERS, LARGE TRUCKS, TRAILERS OR VEHICLES REQUIRING MORE THAN ONE SPACE TO PARK. Each vehicle must be able to fit in one regular parking space. Vendors with multiple employees should encourage their employees to park at the event parking location and take the free shuttle to the event, carpool or get dropped off.

TENTS

Vendor owned tents must conform to booth size. Construction of booth and displays must be able to withstand inclement weather and crowd activity. Tents must be manufactured of flame-retardant materials. Each tent leg must be weighed down in some form or another. The contents of the booth cannot go beyond the assigned exhibitor booth space. Your booth should not interfere with your neighbor's booth.

RESTRICTIONS

Vendors are only allowed to sell items from the front or crowd side of the vendor space. Displaying and selling food from the back of the tent is strictly prohibited. This forces crowds to have to maneuver around electrical hook-ups, cords, etc. and represents a safety hazard. Vendors may only sell food within their tent. It is prohibited to walk through the crowd or near the stage to sell food or other items.

POWER

Should you need electrical, we ask that you provide your own generator - **pre-approval is required for generator placement.** Vendors must supply their own electric cords and it's suggested to bring, at a minimum, a 50 foot extension cord. Please ensure cords, plugs and equipment are up to code. Lighting/electricity for the inside of your tent must meet the following specifications: no metal clamps, no flat cords, only 12-gauge round cords and only UL approved outdoor grounded cords may be used. All power cords must be taped down.