



## Fall 2013 Vendor Application, Special Events

### VENDOR INFORMATION

Vendor or Business Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Information: Work ( ) \_\_\_\_\_ Cellular: ( ) \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Business Website: \_\_\_\_\_

PLEASE DESCRIBE YOUR GROUP AND PROVIDE A MENU AND/OR LISTING WITH PRICES OF FOOD AND/OR SERVICES:

Food: \_\_\_\_\_  
 Education: \_\_\_\_\_  
 Craft: \_\_\_\_\_  
 Other: \_\_\_\_\_

**\*\*ALL Beverages must be sold at a standard price: \$1 Bottled Water \$2 Soft Drinks**

**PLEASE PROVIDE A COPY OF YOUR GOVERNMENT ISSUED BUSINESS LICENSE WITH YOUR APPLICATION.**

***\*\*If we have not received it yet\*\****

### EVENT INFORMATION

**ALL APPLICATIONS AND PAYMENTS MUST BE RECEIVED NO LATER THAN THE FOLLOWING DATES:**

**Halloween:** Friday, October 13, 2013  
**Thanksgiving Day Parade:** Wednesday, November 13, 2013  
**Both Events:** Friday, October 13, 2013  
*Additional information will be sent upon receipt of your application*

**Halloween Haunted Trails**

Enchanted Forest  
 Friday, October 25, 2013  
 7:00 - 11:00 pm  
 Setup Completed by 5:00pm  
**Fee: \$150.00 (non-refundable)**

**Thanksgiving Day Parade**

MOCA Plaza  
 Thursday, November 28, 2013  
 9:30am - 12:00pm  
 Setup Completed by 8:30am  
**Fee: \$50.00 (non-refundable)**

**Both Fall Events**

Includes: Halloween Haunted Trails &  
 Winternational Thanksgiving Day Parade  
**Fee: 175.00 (non-refundable)**

**Guidelines:**

- a) **Checks or Money Orders should be made payable to the City of North Miami.**
- b) You must be **self-sufficient** and provide your own tent, (10 x 10 only), table, chairs, extension cords and lighting.
- c) Vendors must clean-up their area and dispose of their trash after event.
- d) All drinks must be a standard price for all vendors.
- e) All vendor set up must be completed according to the timeline listed for each event above.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please direct your questions to Margarita Rodriguez at [mrodriguez@northmiamifl.gov](mailto:mrodriguez@northmiamifl.gov) or 305-895-9840 x 12220\*\*  
**\*\*E-mail preferred method of communication\*\*****

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

**E-mail to:** Margarita Rodriguez, Special Events Leader, 305-895-9840 x 12220 or [mrodriguez@northmiamifl.gov](mailto:mrodriguez@northmiamifl.gov)

**Fax to:** 305-892-8639, Attn.: Andrea Ramos, Special Events Division

**OR**

Visit [www.northmiamifl.gov/parks](http://www.northmiamifl.gov/parks) today for the City's programs and special events.