



## Town of Lake Park Centennial Celebration Committee

### Agenda Request Form

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**Meeting Date:** April 18, 2023

**Originating Department:** Special Events

**Agenda Title:** Centennial Art & Music Festival

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Centennial Art & Music Festival Vendor Flyer, Application and Guidelines

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

  X   Not applicable in this case

#### Summary Explanation/Background:

The Centennial Art & Music Festival will be held on Saturday, September 23, 2023 from 11:00 am – 5:00 pm in downtown Lake Park. Staff has provided the Centennial Art & Music Festival vendor flyer, guidelines and application. The Centennial Celebration Committee Members are asked to reach out to art, craft, food and beverage vendors that may be interested in participating in the event.

Art vendors and craft vendors include any persons who sell original, hand-made or embellished items including, but not limited to, ceramics, graphics, drawings, paintings, jewelry, handbags, clothing, accessories, photographs and sculptures.

Food vendors and beverage vendors include any persons who sell, food and beverage items, including, but not limited to, appetizers, side dishes, soups, salads, main dishes, snacks, desserts, non-alcoholic beverages, liquor, beer and/or wine.

Vendors must submit a vendor application and pay all fees by September 1, 2023. Vendor spots are limited and will be selected on a first come, first served basis. Vendors will be responsible for providing their own tents, tables, chairs signs and other materials needed. Power/electricity will not be provided, however generators are permissible. All vendors must provide the necessary permits, licenses and certificates if insurance as outlined in the vendor guidelines form. Vendor fees are as follows: Art Vendors - \$20.00, Craft Vendors - \$20.00, Food Vendors - \$50.00, Beverage Vendors - \$50.00.

**Recommended Motion:** No motion needed.