



DESCRIPTION OF EVENT

- The Centennial Art & Music Festival will be held on Saturday, September 23 from 11:00 am – 5:00 pm in downtown Lake Park.

APPLICATION SUBMISSION

- All vendors must fill out and sign a Centennial Art & Music Festival Vendor Application.
- Please submit completed applications to:
Town of Lake Park Special Events Department
535 Park Avenue, Lake Park, FL 33403
Email: specialevents@lakeparkflorida.gov

FEES / PAYMENTS

- **FOOD - \$50.00 PER VENDOR**
- **ARTS/CRAFTS - \$20.00 PER VENDOR**
- All fees are non-refundable and must be paid in full prior to occupying booth space.
- All payments and supporting documentation must be received before the vendor application will be processed.
- Acceptable forms of payment include cash, check, debit card, credit card or electronic check.
- All debit card, credit card and electronic check payments will be assessed a 3% processing fee.
- Payments can be made in person at Town Hall (535 Park Avenue, Lake Park) or online at www.lakeparkflorida.gov/government/departments/finance-department by selecting all other online payments.
- If paying online, please select the following prompts:
PAYMENT TYPE: Please select All Other Payments
INVOICE NUMBER: Please use Centennial Art & Music
- Checks must be made payable to the “Town of Lake Park” and dated before the application deadline.

VENDOR GUIDELINES

- All vendor applications, fees and supporting documents are due by Friday, September 1, 2023.

- Vendor space is limited, registration is first come, first served.
- Applications must be pre-approved for this event. The Town of Lake Park's Special Events Department reserves the right to refuse any vendor application.
- No art, craft, food, beverage or item of any kind may be sold unless it is listed on the Centennial Art & Music Festival Vendor Application.
- The Town has the right to reject or require the removal of any objectionable items and/or vendors for any reason whatsoever.
- A representative from Palm Beach County Fire Rescue will inspect each vendor space prior to the event. Please make sure that all equipment meets the minimum code requirements.

INSURANCE AND LICENSES

- Vendors are solely responsible for maintaining their compliance with relevant state, local and federal health regulations, codes, licenses and insurance.
- **Food vendors must provide a valid copy of their business license and are required to maintain a general liability insurance policy with a minimum coverage of \$1 million per occurrence and \$2 million general aggregate.**
- **Food and beverage vendors must provide current certificates of insurance (i.e. date issued not more than 30 days prior to the date of the event) naming the Town of Lake Park as the Certificate Holder and Additional Insured.**
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
- All vendors serving alcohol must provide liquor liability coverage.
- Food trucks must provide a copy of their Palm Beach County Business Tax Receipt, Auto Liability Coverage and Palm Beach County Fire Safety Inspection Report (see below).
- Per the Fire Marshal, all food trucks that produce a **grease laden vapor, use gas tanks, or have a suppression system** are required to provide a current fire safety inspection report conducted by Palm Beach County Fire Rescue. The report is considered expired one year after the inspection has been conducted.
Please contact (561) 233-0050 to schedule your inspection if you have not had a fire safety inspection or if yours has expired.
The food truck will have to be brought to the inspection site located at 2300 N Jog Road, WPB FL 33411 and the cost of the inspection is \$110.

VENDOR SPACE/ASSIGNMENT

- Vendors cannot request space locations. Vendor locations will be determined by the Special Events Department.
- Power / Electricity will not be provided at this event, however generators are permitted.

- Vendors are responsible for leaving their assigned space in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.

SET UP/ BREAKDOWN

- Set-up will begin at 6:00 am on the day of the event.
- Vendors are not permitted to breakdown until the event ends, unless otherwise permitted by the authorized employee of The Town of Lake Park.
- Vendor shall be responsible for providing all equipment and supplies required to operate its space on the Lake Park site, including carts to carry items to and from vehicles, ice, tables, chairs, tents, signage, presentation/display materials, extension cords, etc.
- Vendors must be ready and operational for this event from the start time to the ending time of this event.

VENDOR PARKING

- Vendors must park in the designated vendor parking area only. Vendors are not permitted to park in the public spaces during the event hours. Vendors violating these parking rules may be towed at their own expense or banned from being a vendor at the event.

CANCELLATION

- The Town of Lake Park will contact all vendors by 5:00 pm the day prior to the event if it is found that there is a 70 percent chance of severe thunderstorms including lightning, high winds, or continuous rain in the area in which the event is to be held. Such cancellation shall result in no cost to the Town.
- If for an unforeseen circumstances a vendor must cancel its attendance at an event, the vendor must notify the event organizer no later than noon on the day of the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. A “no-show” vendor will result in exclusion of that vendor from participation in future events.

**For more information please call the
Town of Lake Park Special Events Department at 561-840-0160,
email specialevents@lakeparkflorida.gov or visit www.lakeparkflorida.gov.**