



# VENDORS WANTED CENTENNIAL CELEBRATION FESTIVAL

The Town of Lake Park is looking for vendors to participate in the Centennial Celebration Festival on Saturday, November 18, 2023 from 3:00 PM to 9:00 PM in Kelsey Park.

Vendors shall be individuals or businesses that sell (or provide free) products and/or services.

Vendors must submit a vendor application and pay all fees by November 13, 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.

All vendors must provide the necessary permits, licenses and certificates of insurance, as outlined in the vendor application.

For more information and to obtain a vendor application please contact the Special Events Department at 561-840-0160, email [specialevents@lakeparkflorida.gov](mailto:specialevents@lakeparkflorida.gov), or visit us online at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov).





## VENDOR APPLICATION

**BUSINESS / ORGANIZATION NAME** \_\_\_\_\_

**OWNER / CONTACT NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **CELL NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**EMERGENCY CONTACT** \_\_\_\_\_ **NUMBER** \_\_\_\_\_

**DETAILED DESCRIPTION OF PRODUCTS / ITEMS TO BE SOLD (Description of art, craft, food and/or beverage items and equipment used. Food vendors must submit a separate menu of items to be served along with this completed application form).**

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**VENDOR TYPE (Please circle all that apply):**      **ART**      **CRAFT**      **FOOD**      **BEVERAGE**      **ALCOHOL**

**PAYMENT (Please circle one):**      **CASH**      **CHECK**      **MONEY ORDER**      **CREDIT CARD**

### **WAIVER AND RELEASE**

Vendor recognizes there are inherent risks in all special events and/or programs and agrees to assume the full risk of any injuries, damages or loss regardless of severity that it may sustain as a result of participating in any and all activities connected with or associated with such special events/program(s). Vendor agrees to waive and relinquish all claims it may have as a result of participating in the special event/program, against the Town of Lake Park (or Town of Lake Park CRA), it's elected and appointed officials, employees, volunteers, consultants, and agents. Vendor does hereby fully release and discharge the Town (or Town of Lake Park CRA) and their officers, agents, servants and employees from any and all claims from injuries, damages or loss which I may have or accrue to arising out of, connected with, or in any way associated with the activities. Vendor acknowledges full responsibility for its products and activities at the event and for those actions of persons assisting them. Vendor agrees to defend, hold harmless and indemnify the Town of Lake Park, and the event organizers from any lawsuits, claims and/or other actions which arise from Vendor's product or conduct. All vendors must refrain from smoking. Gloves must be worn while handling food. In the event of any emergency, Vendor authorizes Town officials to secure from any licensed hospital, physician and /or medical personnel any treatment deemed necessary for my immediate care and agree that Vendor will be responsible for payment of any and all medical services rendered. Online and fax waiver signatures received for special events/program applications forms are considered as good as an original document for legal purposes. Vendor grants permission to Town of Lake Park and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of the Vendor, or members of their staff, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. Vendor releases Town of Lake Park and its legal representatives for all claims and liability relating to said images or video. Vendor hereby acknowledges that it has read and fully understands the above program details, waiver and release of all claims and permission to secure treatment and execute this waiver and with all releases voluntarily.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **VENDOR GUIDELINES**

### **DESCRIPTION OF EVENT**

- The Centennial Celebration Festival will be held on Saturday, November 18 from 3:00 pm – 9:00 pm in Lake Shore Park.

### **APPLICATION SUBMISSION**

- All vendors must fill out and sign a Centennial Celebration 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](mailto: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](http://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 Celebration Festival
- 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 Monday, November 13, 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 Celebration 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 11:00 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](mailto:specialevents@lakeparkflorida.gov) or visit [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov).**



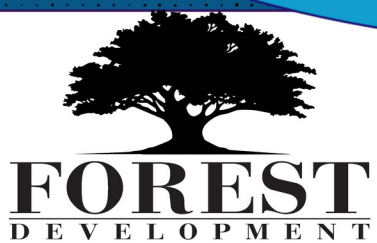
THE CENTENNIAL CELEBRATION  
COMMITTEE AND  
FOREST DEVELOPMENT / NAUTILUS 220  
INVITE YOU TO THE

# CENTENNIAL CELEBRATION FESTIVAL

SATURDAY, NOVEMBER 18, 2023  
3:00 PM - 9:00 PM  
KELSEY PARK

FIREWORKS, LIVE PERFORMANCES  
ART, CRAFT, FOOD & BEVERAGE VENDORS  
KIDS ZONE, GAMES, ACTIVITIES  
FREE ADMISSION & PARKING

FOR MORE INFORMATION AND TO BECOME A VENDOR  
OR VOLUNTEER CONTACT THE SPECIAL EVENTS  
DEPARTMENT AT 561-840-0160 OR EMAIL  
SPECIALEVENTS@LAKEPARKFLORIDA.GOV



NAUTILUS 220  
LUXE WATERFRONT RESIDENCES

