

Ribs on the Ridge Vendor Application

February 24-25, 2017

City of Haines City Parks & Recreation Department

(863) 421-3700 FAX: (863) 421-3701

Deadline to apply: February 3rd at 5:00 PM



Type of Vendor: Marketplace Food

Name of Business: _____

Owner/Manager of Business: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____ Cell Number: _____

Email: _____ Fax Number: _____

Number of 10' x 10' Spaces: _____ Amount Enclosed: _____

Electric: Yes No Water: Yes No Set Up: Tent Trailer Other: _____

Specific Items to be Sold & their Price: _____

ALL SALES TRANSACTIONS MUST BE MADE IN RIB BUCKS

Making cash transactions will disqualify you from future events and getting reimbursed for your Rib Bucks.

Cash out is Friday from 7-9 pm & Saturday starting at 5 pm at the Community Center.

Staff and volunteers will be periodically checking to see that all vendors are in compliance.

Marketplace Vendors: The fee for a 10' x 10' craft or promotional vending space is **\$75.00**. Applications will not be reviewed unless fees are submitted and the application is completely filled out.

Food Vendors: A Food Vendor is defined as the sale of food or drinks for immediate consumption. The fee for a 10' x 10' food vending space is **\$100.00, plus 20% of your sales from the event (this will be settled at cash out)**. Applications will not be reviewed unless all of the following documentation is included with the application, fees are submitted and the application is completely filled out.

- Each food vendor must have the appropriate food license and permit required by the State of Florida posted in a visible area in their booth, to include a hand washing station with soap and water. Food must be kept at proper temperatures and protected from exposure to the customers.
- An Insurance Certificate with a minimum of one million dollar coverage listing the City of Haines City as a Certificate Holder **must be submitted with your application**. Do not email or send this separate from your application and fee.
- If you serve water or soft drinks, the city only allows **PEPSI** products. The set price for them in cans is \$1.00, in bottles is \$2.00 (including water and soda).

NOTE:

- If electric is required for your set-up, please plan on providing your own source of electricity, as ours is limited.
- After your application has been reviewed, your confirmation will come via email or phone. Be sure to include your email address above. If your application is denied, your payment will be returned to you via mail. For mailed confirmation, please include a self-addressed stamped envelope with your application.
- Acceptable payments: Cash, Check, Certified Money Order. **Please do not mail cash.**

Space will not be allocated until all of the above documentation is on file with the Haines City Parks & Recreation Department & fees are paid. Mail completed application, insurance certificate (if applicable), and payment payable to:

City of Haines City – Attn: Ribs on the Ridge Vendors
555 Ledwith Ave.
Haines City, FL 33844

All Fees Are Non-Refundable No Carryovers No Rain Date Is Planned For the Event

Vendor's Agreement

RULES & REGULATIONS:

- Friday set up will begin at 10:00am. All vehicles must be out of the vending area by 4:00pm.
- Vendors can come in to the vending area on Saturday morning from 8:00-9:00am ONLY. All vehicles must be out by 9:00am.
- **Please do not arrive before the scheduled set up times.**
- Due to safety reasons, all vehicles will not be allowed to re-enter the vending area until after the close of the event and foot traffic is dispersed. No exceptions. *(A hand truck is recommended).*
- Parking is available along the streets surrounding the park, and is available on a first come, first served basis only. Due to the high volume of vendors and BBQ teams at this event, it is recommended that you unload all of your belongings at your assigned vending space and park your vehicle, before setting up your display. This will help keep the lane open and prevent any back up of vendors waiting to get to their space.
- Failure to be set up and remove your vehicle by the designated time may result in denial of your application for future events.
- New vendors must submit a photograph of their booth and display. We do not allow "flea market" type vending.
- Vendors are prohibited from shouting their products in an attempt to gain customers.
- If approved, Haines City Parks & Recreation Staff shall provide vendors with a designated space, approximately 10'x10'.
- The location shall be at the sole discretion of said Staff and will be marked the day prior to the event.
- The events sponsored by the Haines City Parks & Recreation Department are family-oriented. Vendors are prohibited from selling items that are vulgar or offensive or that go against *family values*.
- Vendors shall be responsible for display materials, including tables, canopies, umbrellas, etc.
- Vendors are prohibited from putting stakes in the concrete/asphalt or great lawn for any reason.
- Vendors are encouraged to make their displays sturdy and wind-proof, and to keep rolls of plastic on hand in case of rain.
- The Haines City Parks & Recreation Department, the Staff and/or volunteers will not be responsible for loss or damage to any property. Accordingly, each vendor shall take all necessary precautions to protect valuables.
- Vendors must keep their designated area clean and provide garbage bags for vending materials (i.e. boxes, containers, large bags, etc.).
- At the close of the event, all garbage must be taken with you.
- At the completion of the event, all concessions must be moved out of the area. Units shall not be left overnight.

Haines City Parks & Recreation Department reserves the right to reject any business without reason.

The undersigned agrees that (s)he has read and understood the rules and regulations of the event and will be able to comply with all of the rules and regulations described. The undersigned understands noncompliance will result in removal of the activity from the area. The undersigned also agrees to indemnify and hold harmless the City of Haines City, the Parks and Recreation Department, staff and/or volunteers and the building owners and tenants of any/all liabilities. _____ **(Please Initial).**

Printed Name

Signature

Date

FOR OFFICE USE ONLY

Date Received: _____ Payment Amount: _____ Payment Method: _____ Receipt #: _____

Staff: _____ Date Approved/Confirmation: _____ Date Denied & Returned: _____