



**2020 Food Vendor Application for Deerfield Beach 4th of July Celebration
Main Beach Parking Lot (149 SE 21st Ave)
July 4th, 2020**

Company Name: _____

Your Name: _____

Address: _____

City/State/Zip: _____

E-mail: _____ Phone: _____

Special Requests: _____

*****Please attach a menu listing the items that will be sold along with the prices.*****

Vendor Fee:	<input type="checkbox"/> Food Vendor Registration Fee (10' x 10' Space)	\$350.00
	<input type="checkbox"/> Food Vendor Registration Fee (10' x 15' Space)	\$450.00
	<input type="checkbox"/> Food Vendor Registration Fee (10' x 20' Space)	\$550.00
	<input type="checkbox"/> Push Cart Registration Fee	\$200.00

Total Enclosed: \$ _____

Pay via Check or Money Order for full payment enclosed and made payable to "City of Deerfield Beach"

Pay via Credit/Debit Card; Community Events and Outreach Division staff will contact once you've submitted your completed application.

Please Note: The registration fee includes electrical supply only, you will need to supply your own electrical cords. Please provide below the power connection that you will need. The power supply will be turned off at the conclusion of the event, please plan accordingly.

Power Connection Type: _____

If serving from a trailer/truck you MUST list the exact length below, including the hitch, so the staff can lay out the event accurately without any last minute shifting of booths.

Please e-mail or mail completed application to:
City of Deerfield Beach Parks and Recreation Department
Attn: Community Events & Outreach
150 NE 2nd Avenue, Deerfield Beach, FL 33441
E-mail: DFBspecialevents@deerfield-beach.com phone: (954) 480-4429

Should you have any further questions please contact the Community Events and Outreach Division at 954-480-4429 or e-mail at DFBspecialevents@deerfield-beach.com



VENDOR RULES AND REGULATIONS

SIGN AND DATE THIS FORM AND SUBMIT WITH YOUR APPLICATION

Festival Hours:

Set-Up: Thursday, July 4th 7:00 AM - 11:00 AM

Event: Thursday, July 4th 12:00 PM - 10:00 PM

Breakdown: Thursday, July 4th beginning at 10:00 PM

1. Set-up is from 7:00 AM - 11:00 AM. **ALL VEHICLES MUST BE REMOVED BY 11:00 AM.**
2. You must be set-up for inspections 2 hours prior to announced opening time on Thursday, July 4th (10:00 AM).
3. NO vendors will be placed on the site map unless full payment has been received. NO vendors will be allowed to set-up without paying in full.
4. You, your staff, and your booth must remain neat, clean and kept in an orderly fashion. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view. All boxes must be broken down before discarding.
5. Vendors are responsible for having appropriate licenses and collecting sales tax.
6. No beverages may be sold by any vendor unless specifically approved on the application.
7. No handmade signs are allowed. If using tables, make sure they are properly covered.
8. **Once your application is approved, no refunds will be issued.**
9. The event staff and the City of Deerfield Beach will not be liable for any losses or damages of any kind that occur at your booth.
10. **There are no refunds on deposits or cancellations of the event due to rain or acts of nature.**
11. Only items listed and approved on this application will be allowed to be sold at the event.
12. If you play music, the volume must be at a level that allows the adjacent vendors, staff members, and the public to conduct business in a normal speaking voice. Failure to comply will result in forfeiture of booth space.
13. You must adhere to hours for the event Thursday, July 4th from 12:00 PM to 10:00 PM. **Early breakdown will result in exclusion from ANY future City of Deerfield Beach events.**
14. The City of Deerfield Beach reserves the right to reject or accept any vendor.
15. Each company/organization participating in the 4th of July Celebration shall indemnify and hold harmless, the City of Deerfield Beach and all sponsors from all claims, liabilities, costs, expenses and damages which may result from the operation of their concession.
16. Participants in concessions will refrain from consuming & selling alcoholic beverages while working.
17. Booths that will be cooking are required to have a 2020 fire extinguisher and apply for a special Health Department Temporary Food Service Establishment Permit.
18. No vendor may use polystyrene products, (plates, bowls, cups, containers, lids, trays, coolers, ice chests, and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities or parks, on city beaches or on

APPLICATION CHECKLIST:

- Completed vendor application including signed Vendor Rules and Regulations
- Provide the attached signed Background Affidavit. Photos of your booth/merchandise
- Certificate of Liability Insurance naming the City of Deerfield Beach (150 NE 2nd Ave. Deerfield Beach, FL 33441) & BSO Department of Fire Rescue (2601 W. Broward Blvd. Fort Lauderdale, FL 33312) as an Additional Insured and as Certificate Holder for all Day (s) of event.
- Full payment enclosed for application booth fee Paying via credit/debit card for application booth fee

I am entering into a contract to participate in the City of Deerfield Beach 4th of July Celebration on July 4, 2020. I agree by all management's rules and regulations. I understand this contract will be legally binding between two parties once the application has been accepted. Vendors should insure their own exhibit and display materials. The City of Deerfield Beach does not and will not assume liability for theft, injury, or any other accident that may occur during the event to visitors or vendors.

Vendor Signature: Date: _____

Please e-mail or mail completed application to:
City of Deerfield Beach Parks and Recreation Department
Attn: Community Events & Outreach
150 NE 2nd Avenue, Deerfield Beach, FL 33441
E-mail: DFBspecialevents@deerfield-beach.com
phone: (954) 480-4429

Special Event Individual
Background Check

I hereby state that the following facts are true:

1. I am over the age of 18 and am a resident of the State of _____
2. I have the authority to make the representations set forth within this Affidavit
3. I am not registered nor am I required to be registered as a sexual offender with the State of Florida Department of Law Enforcement pursuant to Section 943.0435, F.S.

Executed this _____ day of _____, 20__.

By _____
(Signature)

By _____
(Name and Title)



FOOD VENDOR TERMS & CONDITIONS

GENERAL

One exhibitor is allowed per space. No subletting or sharing of space is permitted. Once registration is confirmed, transfer of a vendor space to an unregistered vendor is prohibited.

The inspector will only come once and any food vendor who misses inspection will not be allowed to sell. It is the sole responsibility of the vendor to show up for and pass inspection.

Booths must be occupied and open for business during all hours of the 4th of July Celebration.

No vehicles are allowed on Ocean Way after 11:00 AM or before 10:30 PM on Thursday, July 4th. Vendors may start breaking down at 10:00 PM however, vehicles will not be permitted onto Ocean Way until 10:30 PM and attendees have cleared the area. The City of Deerfield Beach will have the final decision on this safety precaution and may change breakdown hours depending on circumstances.

Vendor vehicles cannot block the road during set up or breakdown. In the event of an emergency, the Fire Department has to be able to drive all the way down Ocean Way without difficulty.

FOOD PRODUCTS

Only the food items stated on the application and approved by the City of Deerfield Beach may be sold at the event. Food vendors will receive written confirmation on the items approved for sale. The City of Deerfield Beach reserves the right to refuse the sale of any items not specifically listed and approved or to refuse the sale of any item not in the best interest of the event, or cease the sale of any food product found not to be safe for public consumption.

To the best extent possible, food items will not be duplicated. If a vendor wishes to add an item after their application has been approved, they must call the Vendor Coordinator to confirm and receive additional approval.

APPLICABLE LAWS & REGULATIONS & INSPECTIONS

A copy of the Florida Department of Business and Professional Regulations (DBPR) Guide to Temporary Food Service Events is attached to these terms. It is each vendor's responsibility to read this guide. The DBPR will be on site Thursday, July 4th to conduct an inspection of all food vendors' booths. No vendor will be allowed to sell food until they pass inspection. The Fire Department will also be conducting an inspection of tents, electrical cords and cooking equipment. Each vendor space must have an up to date fire extinguisher for the Fire Department inspection. All equipment must comply with both state and local regulations and all food service must comply with Health Department regulations.

CLEAN-UP

Vendors are responsible for the complete clean-up of their space and disposal of all trash and debris. Disposal of oil and grease is **absolutely** prohibited on site and down City storm basins. Vendors must leave the asphalt as they found it when they set up and take all measures to prevent grease, oil and food drippings from dropping on and accumulating on asphalt. Failure to comply may result in exclusion from future City of Deerfield Beach events.

BEVERAGES

Vendors are prohibited from selling any alcoholic beverages. Vendors may sell sodas, juices, water, coffee/tea and sports drink type beverages. Smoothies, ice cream based drinks, shaved ice, snow cones and slushy type drinks are considered specialty items and are subject to exclusivity.

LICENSURE

In accordance with the Florida Department of Business and Professional Regulation's Guide to Temporary Food Service Events, food vendors may operate under a current license from the DBPR or from the Department of Agriculture and Consumer Services at temporary food service events of 1-3 days. Vendors should be prepared to show a copy of their license to the inspector to pass inspection. Vendors must also send a copy of their license with their application.

Temporary food vendors without a current Florida license, which includes all out of state vendors, will be required to purchase a temporary license directly from the DBPR inspector for \$91.00 prior to selling any food. The DBPR does not accept cash payments. It is solely the responsibility of the food vendor to pass inspection. Refunds will not be given to any vendor not passing inspection.

SALES TAX

Vendors are solely responsible for paying all applicable Florida state sales tax.

TRUCK/TRAILER PARKING & EMPLOYEE PARKING

Parking is extremely limited at the event. There are no accommodations for RVs, POP-UP CAMPERS, LARGE TRUCKS, TRAILERS OR VEHICLES REQUIRING MORE THAN ONE SPACE TO PARK. Each food vendor will be given a total of two vendor parking passes regardless of space size to use during the event, and this includes any refrigerated or supply vehicle a vendor needs to be placed in the parking area. Each vehicle must be able to fit in one regular parking space. Vendors with multiple employees should encourage their employees to park at the Cove Shopping Plaza and take the free shuttle to the event, carpool or get dropped off. Additional parking passes may be purchased for \$25.00 per parking pass.

TENTS

Vendor owned tents must conform to booth size. Construction of booth and displays must be able to withstand inclement weather and crowd activity. Tents must be manufactured of flame-retardant materials. Each tent leg must be weighed down in some form or another. Leg weights are essential due to the location of the event.

The contents of the booth cannot go beyond the assigned exhibitor booth space. Your booth should not interfere with your neighbor's booth.

RESTRICTIONS

The City of Deerfield Beach only allows items to be sold from the front or crowd side of the vendor space. Displaying and selling food from the back of the tent (the sidewalk side) is strictly prohibited. This forces crowds to have to maneuver around electrical hook-ups, cords, etc. and represents a safety hazard. Vendors may only sell food within their tent. It is Prohibited to walk through the crowd or near the stage to sell food or other items.

POWER

Electric power is provided for tented food vendors. We will do everything possible to accommodate everyone's needs but there are limits to how many cords can be plugged into the portable electric connection boxes. Vendors should bring, at a minimum, a 50 foot extension cord. Please ensure cords, plugs and equipment are up to code and will pass the Fire Department inspection. You must supply your own electric cord for plug in. Lighting/electricity for the inside of your tent must meet the following specifications: no metal clamps, no flat cords, only 12-gauge round cords and only UL approved outdoor grounded cords may be used. All power cords must be taped down. Power will be shut off

ICE

20 pound bags of ice will be available for purchase at \$10.00 each (cash only) during the event. Simply flag down an event staff member and we will deliver the ice to you.

PUSH CARTS

Push carts will be located on the sidewalks opposite the food court area and must be completely self-contained. Only umbrellas (NO tents) are allowed over push carts. There is no electric provided or available for push carts. Extension cords cannot be placed on the sidewalks.



Department of Fire Rescue & Emergency Services Fire Marshal's Bureau **SPECIAL EVENT GENERAL FIRE INSPECTION INFORMATION**

GENERAL REQUIREMENTS:

- All fire extinguishers must be properly tagged within the State of Florida by a licensed certifying agency.
- Compressed gas tanks, such as helium tanks, must be properly secured to prevent tank from falling over.

TENTS & CANOPIES:

- Tents larger the 10' x 10' must be permitted through the City of Deerfield Beach Building Department.
- Tents and canopies must be fire resistant with proper documentation/tags provided.
- A proper certified fire extinguisher must be present and properly tagged.

ELECTRIC/EXTENSION CORDS:

- Extension cords must be UL listed for outdoor use (indoor extension cords may not be used outdoor).
- When in a crossing path, they must be properly covered and protected.
- The cords must be free from splices, damage or deterioration and must be grounded.
- Cords must have proper amperage capacity that is not less than the capacity of the appliance.

GENERATORS:

- All generators must be grounded.
- If larger than 5KW (5000 Watts) an additional permit is required through the City of Deerfield Beach Building Dept.
- Generators must be 10ft away from any structure, completely surrounded by a barrier and placed on a firm, flat, level surface outdoors.
- Must be fully fueled prior to use. Refueling may be conducted only when generator has been turned off and is cool to touch. All fuel being used in the generator must be stored in the proper fuel containers and properly sealed with appropriate spout covers, caps, etc.
- A proper certified fire extinguisher (minimum 2A:10BC) must be present and properly tagged.

COOKING:

- A 10ft minimum clearance is required on both sides of any cooking vendor and shall not be located within 10ft of any amusement rides.
- Open flame cooking equipment must be a minimum of 10ft from any structure.
- Cooking areas must be enclosed by approved means from the general public.
- LP tanks will be required to be tested and certified by a licensed person or company and will be checked in place on the day of the event with paperwork provided to the Fire Department, Fire Marshal's Bureau when completed.
- LP tanks must be properly secured to prevent the tank from falling over and must be at least 10ft from any open flame.
- If using a commercial cooking appliance which is self-contained and does not require the LP tank to be located 10ft away, documentation must be submitted to the Fire Department, Fire Marshal's Bureau for review prior to event.
- Appliances must be placed on firm, flat and level outdoor surfaces.
- Food preparation and sale (excluding non-profit agencies) must contact the Florida Department of Business & Professional Regulation, Division of Hotels and Restaurants (850-487-1395) to schedule an inspection prior to selling food.
- Fire suppression systems in food trucks or trailers must be properly tagged by a State of Florida certifying agency.

Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork or seafood to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least 15 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least 15 seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.



When in doubt, throw it out!

Guide To Temporary Food Service Events

*For Florida's
Public Food Service
Establishments*




**Division of
Hotels and Restaurants**

Florida Department of
**Business and Professional
Regulation**

[www .MyFloridaLicense.com/dbpr/hr](http://www.MyFloridaLicense.com/dbpr/hr)

Certificate of Liability Insurance

Please review the below to make sure all requirements have been met to prevent any delays with your event approval.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Phone No.

CONTACT NAME

PHONE (A/C No. Ext.)

E-MAIL ADDRESS

ADDRESS

INSURER(S) AFFORDING COVERAGE NAIC #

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Phone No.

COVERAGES **CERTIFICATE NUMBER: 078020** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	COVERAGE (INDICATE)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPI. DATE (MM/DD/YYYY)	LIMITS
NAS	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Per occurrence) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEC. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

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CERTIFICATE HOLDER

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150 E 2MA e
Oemeld Beach Fl 33441
United Sta es OArneoca

Phone 0 FaxNo

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03) ThACORDMne nlllogottreglstrfttd of ACORD

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Issued Date:
Must be no more than 30 days out.

Producer Information:
Insurance provider

Insured Information:
Organization name

Authorized Representative Information:
Name
Phone
number E-mail
address

Additional Insured Box:
Must include an "X" in box.

Policy Information:
Policy number
Policy dates

Description Box Verbiage:
"Certificate holder is listed as an Additional Insured with respects to General Liability"
Date(s) of the event
Event description

Certificate Holder Box:
City of Deerfield Beach
150 NE 2nd Ave.
Deerfield Beach, FL 33441

Broward Sheriff's Office
2601 W Broward Blvd
Fort Lauderdale, FL 33312

Signature:
Authorized representative completed signature