



2022 Vendor Application for Deerfield Beach Fall Festival Saturday, October 15th, 2022

BOOTH REQUIREMENTS: The booth fee is for a 10' x 10' space only. The vendor must supply an approved tent, lights, tables, and chairs or an optional rental package is available at an additional cost. Electricity is included for lighting only but the vendor must supply their own lights (florescent/energy efficient) and extension cords (minimum #12 gauge/25 foot) for hook up.

Company Name: _____

Your Name: _____

Address: _____

E-mail: _____ Phone: _____

List products that will be displayed and/or sold (**ONLY ITEMS LISTED HERE WILL BE PERMITTED FOR SALE**):

Special Requests: _____

NOTE: Space assignments for approved applicants accepted by the City of Deerfield Beach will be determined by the order in which they are received. **Photo of booth or product must be submitted.** No space assignment will be made without full payment and approval of insurance requirements.

Electrical Access: We provide you with 5 amps of power which is enough to run 2 lights. Please contact us if you need additional electricity.

Vendor Fee:	Regular Show Price (10' x 10' Space)	\$50.00 x	of booths
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CHECK for full payment enclosed and made payable to "City of Deerfield Beach" \$ _____

For information on how to pay by credit/debit card please call the Community Events and Outreach Division at 954-480-4429.

Please mail the completed application to:
Deerfield Beach Parks & Recreation Department
Attn: Community Events
401B SW 4th St, Deerfield Beach, FL 33441

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



VENDOR RULES AND REGULATIONS

SIGN AND DATE THIS FORM AND SUBMIT WITH YOUR APPLICATION

Set-Up: Saturday, October 15th, 6:30 AM - 8:00 AM

Event: Saturday, October 15th, 9:00 AM - 1:00 PM

Breakdown: Saturday, October 15th beginning at 1:00 PM

1. Tent must be 10' x 10' in good condition and you must use weights as no stakes are allowed. You must include a photo of your booth or product for placement.
2. NO vendors will be allowed to set up unless full payment has been received.
3. You must be set up for inspections at **8:00 AM**.
4. You must adhere to the hours of the event **Saturday, October 15th from 9:00 AM to 1:00 PM**. Early breakdown will result in exclusion from ANY future City of Deerfield Beach events. **ALL VEHICLES MUST BE REMOVED BY 8:00 AM**.
5. An application is a commitment to the show; however, refunds will be made for cancellation if received prior to **October 1st, 2022**. Phone (954) 480-4429 or e-mail dfbspecialevents@deerfield-beach.com.
6. NO vendors will be allowed to set up unless full payment has been received.
7. There are no refunds on deposits or cancellations of the event due to rain or acts of nature.
8. Further details regarding rules and complete instructions will be e-mailed to all exhibitors accepted to the celebration.
9. Tent must be 10' x 10' in good condition and you must use weights as no stakes are allowed. You must include a photo of your booth or product for placement.
10. The City of Deerfield Beach reserves the right to reject or accept any vendor.
11. You, your staff, and your booth must remain neat, clean, and kept in an orderly fashion. Only one vendor is allowed per space. Exhibits and displays must be contained within your booth space. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view. All boxes must be broken down before discarding.
12. Vendors are responsible for having appropriate licenses and collecting sales tax. Each exhibitor must individually comply with all Florida sales tax regulations and mail your proceeds to the State of Florida Department of Revenue.
13. No handmade signs are allowed. If using tables, make sure they are properly covered.
14. 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. Every exhibitor is responsible for his own property in the event of loss, damage, or personal injury.
15. Only items listed and approved on this application will be allowed to be sold at the event. Styrofoam and plastic straws are prohibited in the City of Deerfield Beach.
16. 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.
17. Each company/organization participating in the Fall Festival Celebration shall indemnify and hold harmless, the City of Deerfield Beach and all sponsors from all claims, liabilities, costs, expenses, and damages that may result from the operation during the event.

APPLICATION CHECKLIST:

- Completed vendor application including signed Vendor Rules and Regulations.
- Provide the attached signed and notarized Background Affidavit
- Photos of your booth/merchandise
- Postage paid envelope if you would like your photos returned
- Full payment for application booth fee

I am entering into a contract to participate in the City of Deerfield Beach Fall Festival on October 15, 2022. I agree with 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: _____

**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)