



CITY OF MIRAMAR
DEVELOPMENT AND COMMUNITY SERVICES
PARKS AND RECREATION DEPARTMENT

VENDOR APPLICATION

APPLICATION DUE THURSDAY, JANUARY 9, 2020

Event: MLK Day Celebration (Parade & Event)

Date: Monday, January 20, 2020

Time: 11:00am – 4:00pm

Set up Time: 9:00am – 11:00am

INITIAL *VENDORS MUST BE COMPLETELY SET UP ONE (1) HOUR PRIOR TO THE START OF THE EVENT.. VENDORS WILL NOT BE ALLOWED TO SET UP AFTER THE ALLOTTED TIME FRAME. IF SET UP IS NOT COMPLETE, VENDOR WILL FORFEIT PARTICIPATION IN THE EVENT AND NO REFUND WILL BE ISSUED. .

Location: Lakeshore Park

Address: 8501 S. Sherman Circle

If you are interested in being a vendor for this event, please contact Carla Meadows at 954-602-3319, Lolita Dunn at 954-602-3325 or Anicia Browning Thomas at 954-602-3170, for pre-approval. Upon receiving a verbal approval, you may hand deliver the Application to the Special Events Office located at the Miramar Town Center, 2200 Civic Center Place, 2ND Floor, Miramar, Florida 33025 (Monday-Thursday 8:00am-6:00pm). Application must be accompanied by a check or money order payable to: **City of Miramar** for the applicable amount. Payment can also be made by Credit Card however an additional 2% surcharge will be charged.

Food vendors must submit a copy of their food/beverage license or non-profit certificate. Merchant Vendors must submit photos of their items for sale. If you have any questions or concerns, please do not hesitate to contact our offices.

Organization/Business Name: _____

Organization/Business Type: For Profit _____ Nonprofit _____

Vendor License #: _____ (Required for Food Vendors) {Provide a copy for our records}

Address:

Street/PO Box _____ City _____ State _____ Zip Code _____

Primary Contact: _____

Contact Telephone: _____ Cell/Alternate Number: _____

Email: _____

_____ Food Vendor (\$300)

_____ Food Truck (\$200)

_____ Merchant (\$150)

*** No Electric Available**

* Must be self-contained

* Responsible for set-up & clean-up

Self-Contained Vehicle Size: _____

Food and Novelty Vendors will be provided with a 10 x 10 tent, 2 8ft. tables & 2 chairs.

_____ **INITIAL** By initialing here, applicant understands that this application is not considered complete unless all applicable questions have been answered, payment is included and all attachments and any other documentation required by the Special Events Division is included. Submission of a Vendor Application does not guarantee event participation approval. Final approval will be issued in writing/email.

Food vendors, must have a restaurant / food and beverage license, or be a non-profit organization. All vendors must be in possession of a fire extinguisher. Grills must be set up on plywood and free from debris. Booth size may not exceed a 10' x 10' space or you will be required to purchase two sites.

Please provide a listing of items to be sold:

<u>Item</u>	<u>Cost</u>	<u>Item</u>	<u>Cost</u>

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

RECEIVED BY: _____

AMOUNT RECEIVED: _____

PAYMENT TYPE: _____

APPROVED: _____

DENIED: _____