Winter Garden Parks & Recreation
310 North Dillard Street
Winter Garden, FL 34787
P: 407.656.4155 F: 407.656.6504
www.wintergarden-fl.gov

Special Event Vendor Policies & Application

2012

Event Name: Light Up Winter Garden 2012

Event Date: Friday, November 30, 2012 Event Time: 6:00pm - 9:00pm

Organization/Company Name: _____

Contact: _____ Phone: _____

Address: _____ City, State, Zip: _____

Alternate Phone: _____ Email: _____

List ***ALL*** items to be sold and/or given away: _____

_____

Price range of items to be sold: _____

Items not listed on this application will not be permitted to be sold. All items requested are at the discretion of the Parks and Recreation Department. Vendors, items and merchandise are approved on based on the event needs and required vendor criteria. The City reserves the right to not approve a vendor, item or merchandise.

Number of vendor spaces (10' x 10') requested: _____

*Event fee covers the cost of one 10' x 10' space. If you need more than the provided 10' x 10' space, you **MUST** pay for the additional space. The City provides the space only. No tables, tents or chairs will be provided.*

Will you need access to electric? YES ○ NO ●

Access to one 110V, 20 amp outlet per approved request. Spaces with access to electric are limited. Not all requests will be approved.

DUE TO THE NATURE OF LIGHT UP WINTER GARDEN, THERE WILL BE ABSOLUTELY NO ACCESS TO ELECTRIC AVAILABLE TO ANY VENDOR PRIOR TO 6:30PM. TO KEEP THE LIGHTS OUT ON PLANT STREET UNTIL THE LIGHTING OF THE CITY CHRISTMAS TREE, THE ELECTRIC TO ALL OF DOWNTOWN WINTER GARDEN WILL BE SHUT OFF UNTIL 6:30PM.

List items to be powered: _____

Fees: Space without Electric $40.00 ($37.56 + tax) Space with Electric $50.00 ($46.95 + tax)

Event Details:

- All vendors must be set up and ready for business by: 5:30pm
- Vendors may not set up before: 3:00pm Booths may not close before: 9:00pm

Payment Information:

- Make checks payable to the City of Winter Garden. Cash, Visa, MasterCard and American Express payments are accepted in person at the Parks & Recreation Administrative Offices. Credit card payments may be made online. Please contact the Parks & Recreation Department for assistance making a payment online.
- Please submit completed application to the Parks & Recreation Administrative Office located at 310 N. Dillard Street, Winter Garden, FL 34787, via fax to 407-656-6504 or via email to recinfo@wintergarden-fl.gov.

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APPLICATION PROCESS

- *Vendor Space:* The City will assign vendor spaces based on booth requirements and event layout; keeping the best interest of the event in mind at all times. Electric spaces are based on the requirements of each vendor. The City will place vendors in spaces where electricity is available. Spaces with access to electric are minimal. The Winter Garden Parks & Recreation Department will assign vendor locations one week prior to the event. A confirmation email will be sent to all vendors with space number, load in information, parking instructions and event details two days prior to the event. Event details are subject to change.

- *Approval:* Applications will be approved or denied based on event needs, space availability, electric availability, amount of duplicated products and required criteria of the event. The submittal of a vendor application does not guarantee vendor acceptance into any event. All final vendor decisions are at the discretion of the Winter Garden Parks & Recreation Department. The City reserves the right to deny or cancel any vendor that does not follow the professional guidelines of the City. Political organizations or campaigns, regardless of their political viewpoint, will be restricted from participating in events sponsored by the City of Winter Garden. The City does not guarantee exclusivity for any vendor or particular item.

- *Denial:* Upon denial of an application, the City will attempt to notify the vendor via phone or email prior to the date of the event and prior to refunding any paid vendor fees.

- *Refunds/Cancellations:* There are no refunds for approved vendors unless deemed necessary by the Winter Garden Parks & Recreation Department. The City is not obligated to refund fees for any event that is affected by weather unless the event is cancelled with no rescheduled event date.

GENERAL RULES

- *Booth Space:* Each individual space is 10' x 10'. Vendors requiring more than a 10' x 10' space must purchase additional spaces.

- *Booth Relocation:* All vendors must utilize their assigned spaces. Trading and the relocation of assigned booth spaces is not permitted unless approved by the Winter Garden Parks & Recreation Department staff.

- *Parking:* The streets surrounding the event area are closed prior and during the event. Vendors are directed to drop off their booth equipment/supplies in the event area during specified set up times and park their vehicles in the specified vendor parking areas.

- *Alcoholic Beverages:* No alcohol may be sold or consumed by any vendor.

- *Inspection:* Vendors selling **any** food items are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events. Inspectors from the State of Florida may be in attendance at any City event. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector. For more information, please visit http://www.myfloridalicense.com/dbpr/hr/faqs/hr-faq-temporaryevents.html.

I acknowledge that I have read the above statements in their entirety. I agree that I will adhere to the policies set forth by the Winter Garden Parks and Recreation Department.

Signature of Vendor	*Date*