2017 Arts & Crafts Vendor Application for Pioneer Days

February 17-19, 2017

BOOTH REQUIREMENTS: The booth fee is for a 10' x 10' space only. The vendor must supply 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 (if you have not previously participated in the event).** No space assignment will be made without full payment and approval of your 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)**	**$400.00 x _____ of booths**
	Business Exhibitor (10' x 10' Space)	**$450.00 x _____ of booths**
	Civic/Non-Profit Organization (10' x 10' Space)	**$100.00 x _____ of booths**

☐ CHECK for full payment enclosed and made payable to "City of Deerfield Beach" **$** _____

Please mail or fax completed application to:
Deerfield Beach Parks & Recreation Department
Re: Community Events and Outreach Division
150 NE 2nd Avenue, Deerfield Beach, FL 33441
Fax: (954) 480-4393

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

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

VENDOR RULES AND REGULATIONS

SIGN AND DATE THIS FORM AND SUBMIT WITH YOUR APPLICATION

Festival Hours:
Set-Up: Friday, February 17th 8:00 AM - 2:00 PM
Friday, February 17th 5:00 PM - 10:00 PM
Saturday, February 18th 10:00 AM - 10:00 PM
Sunday, February 19th 10:00 AM - 6:00 PM
Breakdown: Sunday, February 19th beginning at 6:00 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 (if you have not previously participated in the event).
2. Set-up is from 8:00 AM - 2:00 PM. **ALL VEHICLES MUST BE REMOVED BY 2:00 PM.**
3. You must be set-up for inspections 2 hours prior to announced opening time on Friday, February 17th.
4. 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.
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 you are 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 for 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 the hours for the event listed above. Early breakdown will result in exclusion from ANY of our future events.

APPLICATION CHECKLIST:

- ☐ Completed vendor application including signed Vendor Rules and Regulations
- ☐ Provide the attached signed Background Affidavit
- ☐ Photos of your booth/merchandise (if you have not previously participated in the event)
- ☐ 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 Pioneer Days on February 17-19, 2017. 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: _____

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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)