

City of Lynn Haven

(6:00 – 8:00 p.m. Oct. 15 - Nov. 19 - Sharon Sheffield Park)

2020 Fall Concert Series Food Vendor Application

Application deadline: Oct. 8th @ 4:30 p.m.

Applicant Information

Name: _____
Last First Organization/Company Name

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone Number: () _____ Alt. Phone Number: _____

Email Address: _____
You will be contacted by the email address provided regarding your application status.

Important Information

This application does not guarantee you a spot in the event. You will be contacted if you have been selected to participate in the event. Spots are limited and applications are selected based on a first come first serve basis. The Marketing and Communications team will have the authority as to what products may be sold and final placement of all vendors. Only those submitting all documents and completely filling out the application will be considered for a vendor spot.

Food Vendor Category (Required: Please provide a menu of the products you will be selling)

- Cold Treats American Other
 BBQ Sweets

If you serve out of a vehicle or trailer, do you serve out of the:

- End Side Does not apply

Vendor Fee is \$25 per each date you participate.

(Fees will not be collected until you have been contacted for approval)

Please ONLY check the dates you are available to participate at the Event:

10/15/20	10/22/20	10/29/20	11/05/20	11/12/20	11/19/20		

How did you hear about this Event?

- Newspaper
- Facebook
- Friends/Family
- Radio
- Twitter
- City Website
- Other _____

Please initial each line:

1. ____ Application deadline is due by Oct. 8, 2020 at 4:30 p.m. If you are approved you will receive a confirmation email by Oct. 9, 2020. Your payment **MUST** be turned in on or before Oct. 8, 2020 by 4:30 p.m., regardless of form of delivery.
2. ____ There will be no special requests for location of your booth space unless you have a medical or health condition.
3. ____ Vendors are responsible for collecting sales tax (state plus applicable local discretionary sales surtax) on each taxable transaction. For more information please visit http://dor.myflorida.com/dor/taxes/sales_tax.html.
4. ____ There is **NO** exclusivity of products.
5. ____ **Rain Policy:** We will only grant refunds if applicable when the event is a **complete rain-out** and is defined as inclement weather causing the event to be canceled by the **City of Lynn Haven**. If this occurs, you will be notified by a City of Lynn Haven staff member on the day of the event.
6. ____ Vendors are expected to remain open during official event hours. Closing early negatively affects your neighbors and the entire venue. If for some reason you **must** leave before the event is over, you must **walk** your merchandise from the area.
7. ____ Vendors are responsible for providing their own equipment for set up and equipment to run during the event (tables, chairs, canopies, electricity, water, etc.)
8. ____ Please be prepared to **secure your pop-up tent and/or set up items** in case of windy or inclement weather.
9. ____ You will be assigned a time and space to set up for the event. If you do not show up on time, you will lose your space. No refund will be issued.
10. ____ Vendors who have been approved may only sell the items that were listed on the application and approved.
11. ____ Please make checks payable to: City of Lynn Haven. To mail vendor form, please mail to: City of Lynn Haven, Attn: Marketing & Communications, 817 Ohio Avenue, Lynn Haven, FL 32444. **Do not submit money with application form; refunds will take 2-3 weeks.**

**For additional information, please contact the Marketing and Communications team at
850-265-2121, Monday–Friday 7:30 a.m. – 4:30 p.m. or
communications@cityoflynnhaven.com.**

**Please provide description or list of items being sold in the below field (along with an
attached photo of your display):**

**There will NOT be any electricity provided at the event. You will need to provide your own
source of electricity if needed. Please sign below to acknowledge your understanding.**

Signature: X _____

HOLD HARMLESS, INDEMNIFICATION AND INSURANCE

The vendor agrees that he/she will indemnify and save harmless the City of Lynn Haven and all employees from any and all liability claims, damages, losses, expenses (including attorney's fee), proceedings and agrees that he/she will, at his/her own expense, defend and all actions, suits or proceedings which may be brought against the City in connection with the vendor. The vendor agrees that he/she will satisfy, pay and discharge any and all judgments that may be entered against the City in any such action or proceeding.

Vendor Signature:

PRINT NAME:

DATE:

