

PLEASE KEEP THIS FOR YOUR RECORDS.

**SunTrust Sunday Jazz Brunch 2012.** The first Sunday of each month along the historic New River in downtown Fort Lauderdale from 11:00 AM – 2:00 PM.

- 4 stages of FREE entertainment.
- Food and beverages can be purchased from local restaurants and vendors
- Selective unique craft vendors also display their wares during event hours.

Call our 24-hour hotline at 954-828-5363 for more information or updates for the event.

### **Food Vendors Rules and Guidelines:**

The following guidelines have been established to provide a clean environment and ambience for the patrons.

- ♪ It is the vendor's responsibility to supply all tents, weights or supports for tents, electric cords, cash drawers, food supplies and menu, etc.
- ♪ All tents must be white. No covers are allowed on top of other colored tents.
- ♪ All tables must be covered and skirted. Covers must be marine blue, navy, or black and are required to match on all tables inside the booth. Skirts can either match the covers or be white. Bed Sheets or material with frayed edges or holes are not permitted.
- ♪ All signs in booths must be made professionally and not hand written.
- ♪ Vendors are to remain open during all hours of the event. Leaving early will affect returning to the event in the future.
- ♪ Event set up begins at 7:00 a.m. Food vendors may begin at 8:00 am and must be complete by 10:00 am. Event shut down begins at 2:00 pm. Everything must be removed by 3:30 pm. The Police or the Parking Department may ticket anyone in violation.
- ♪ **All vehicles must be removed from your booth location and parked in the designated parking area by 9:30am.**
- ♪ Vendors must place all goods, tables and setups inside of the tent at all times. No exceptions. Boxes and packaging must be stored out of sight.
- ♪ Vendors are not allowed to sell anything other than the food items listed on their application without prior approval. Unauthorized items are subject to removal from the booth at any time. No sales, use or possession of alcoholic beverages, tobacco products, or firearms is permitted.
- ♪ Vendors are responsible for the removal of all their set up and the cleanup of trash from the booth area. Trash receptacles are located throughout the event area. If you have excessive trash please bring your own trash bags and clean up after your booth.
- ♪ No vendors or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. Appropriate dress attire is required (you must wear shirts, swimsuits are not permitted). Vendors manning a booth must be over the age of 18 or accompanied by an adult.
- ♪ Each exhibitor is responsible for collecting, reporting and paying Florida State Sales Tax or 6.5% and obtaining any necessary state, county or city permits."

**The City of Fort Lauderdale Special Events Staff has the right to control the "VISUAL IMPACT" and overall presentation of the event. Vendors that do not comply with the guidelines of the event will be asked to leave at anytime and will not be permitted to return. Refunds will not be given for violations. If it is determined by the Special Events staff that a vendor's display is detracting from the overall site presentation, an immediate change or improvement will be required. The City has the right to relocate Vendor booths locations at discretion or as needed.**

\_\_\_\_\_/\_\_\_\_\_  
Please Initial

## **Food Vendors Application:**

Enclosed is a vendor application. Complete this form, attach pictures of your booth set up and product(s) and return the completed application to the Parks and Recreation Department. Applications submitted without pictures will not be considered. All pictures will be returned to you upon request. The completed package must be received in our office two weeks prior to the first month in which you would like to participate. **All booth locations are assigned in the order that they are received. We do not have competing vendors.** Only vendors and groups that are appropriate for this event will be selected.

Once the application is received and accepted you will be sent 2 payment request (PR) forms. One form should be returned with payment, the second keep for your records. You will have 7 business days to complete the payment process.

Vendors have several payment options; credit card, check or cash. Credit Cards are the preferred method and may be made by phone (954) 828-5346, (MC and Visa only). Checks and Money Orders can be mailed to the Parks & Recreation office. **DO NOT MAIL CASH.** Cash payments must be paid in person at the Parks and Recreation Administration Office at 1350 West Broward Blvd. Office hours are Monday through Friday, 8:00am to 4:45pm. Payments must be submitted with a payment request form. If payments are sent in incorrectly it may affect your booth space and/or acceptance. Payments are no longer accepted by event staff or on the day of the event. **DO NOT PAY FOR MORE THAN ONE MONTH AT A TIME** unless you are given prior approval by the event coordinator(s). Please note the refund request can be a timely process. After your first month of participation, vendor must send an e-mail requesting to continue participation. A vendor agreement will be completed at that time which is good for 12 months. Please give 30 days notice to discontinue participation so we may find a replacement. Payment Request forms will be sent out by mail monthly, payment must be made by the deadline. Late fees may be accessed for payments made after the event. Vendors will be accepted and assigned a space as the application comes in. If you wish to add/delete items to sell, you must re-submit an application.

**Cancellation Policy:** In most cases, the Special Events staff will not cancel an event in advance. The Special Events Hotline has a weather update option where updates are recorded. If extreme acts of nature are expected or inclement weather encountered then the event will be cancelled. We recommend you check the hotline number for decisions regarding weather. If the event is cancelled by the Special Events Staff then the payment for that month will be carried to the following month. If a refund is desired or the vendor requests transfer to an alternate month, a letter with this request will be required within 2 weeks of the cancelled event. Should a vendor be a "NO SHOW" or not call/e-mail to cancel in advance of the event the vendor is not eligible for a refund. Failure to provide notice of absence for the 3<sup>rd</sup> time will result in loss of space, loss of fees paid in advance and possible termination of future participation.

If you have any questions or concerns please contact our Special Events Office prior to the date of the event. We appreciate your cooperation.

### **Fort Lauderdale Parks and Recreation Department/Special Events**

**Attn: Jazz Brunch**

**1350 West Broward Blvd. Fort Lauderdale, FL 33312**

**\* Phone payments made to 954-828-PARK (Main Office) Fax: 954-828-5650**

**Debbie Bylica, Special Events:** [dbylica@fortlauderdale.gov](mailto:dbylica@fortlauderdale.gov) 954-396-3622

**Julie Oakley, Art & Craft Vendors:** [joakley@fortlauderdale.gov](mailto:joakley@fortlauderdale.gov) 954-828-5811

**24hr Event Hotline & Weather (Cancellation) Updates: 954-828-5363**

\_\_\_\_\_/\_\_\_\_\_  
Please Initial



**SunTrust Sunday Jazz Brunch  
2012  
Food Service Application**

Restaurant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # (2) \_\_\_\_\_

Address, City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BOOTH/CART FEES:** 10' w X 10 w' space is \$ 160.00 + 6% Florida Sales tax each month or \$145.00 + 6% Florida Sales tax if paid six (6) months in advance, total paid \$922.20 (\$870.00 + 52.20), per 10 x 10 booth space or cart

**DO NOT SEND IN PAYMENT WITH THIS FORM**

**BOOTH INFORMATION:** All booths are 10' frontages by 10' depth. White tents required. Tables must be covered and skirted.

**FOOD AND/OR DRINKS**

**Please list four main items that you wish to sell with their selling prices:**

- |          |                 |
|----------|-----------------|
| 1. _____ | Price: \$ _____ |
| 2. _____ | Price: \$ _____ |
| 3. _____ | Price: \$ _____ |
| 4. _____ | Price: \$ _____ |

**Please list three side items that you wish to sell with their selling prices:**

- |          |                 |
|----------|-----------------|
| 5. _____ | Price: \$ _____ |
| 6. _____ | Price: \$ _____ |
| 7. _____ | Price: \$ _____ |

**INSURANCE:** All restaurants / food service companies are required to provide an original insurance rider with a minimum amount of one million liability and listing the City of Fort Lauderdale **as additionally insured** for the date of the event.

**APPLICATION DEADLINE:** Two weeks prior to event, first Sunday of every month in 2012. Applications received after this date are subject to space availability. **\*\*All booths are assigned on a first come, first serve basis and at the discretion of the event staff. All booth payments must be submitted with an invoice from the event coordinator ONLY. Payments are not accepted with the application. Submission of this form indicates your full acceptance of the terms listed in the EVENT GUIDELINES.**

**RELEASE:** I, the undersigned, do hereby forever discharge, release and hold harmless the City of Fort Lauderdale and its sponsors, of and from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damage to the person or persons or property of the undersigned while in the possession or under the supervision of the City of Fort Lauderdale. I hereby consent to all rules and regulations established for the festival and understand that the Festival Coordinator will have final authority. If accepted, I understand that my fee will not be refunded if all or part of the Festival is cancelled due to inclement weather or other acts of God over which the City of Fort Lauderdale has no control. I further understand that my fee will not be refunded if I am accepted and choose not to attend.

I further grant the City of Fort Lauderdale permission to use any photographs or video of my participation in the event for any legitimate reasons.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2012      Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2012

Name (please print): \_\_\_\_\_      Name: \_\_\_\_\_

Restaurant: \_\_\_\_\_      Title: \_\_\_\_\_

Signature: \_\_\_\_\_      Signature: \_\_\_\_\_