

# **Historic Town of Eatonville's**

## **40<sup>th</sup> Annual Martin Luther King Jr. Parade Celebration**

**APPLICATION DEADLINE IS Friday, December 30, 2016**

**A \$25.00 Late Fee will apply to all applications received after December 30, 2016**

**Vending Applications will not be accepted on January 14, 2017 on the day of the parade. Faxed applications will not be considered; applications can be mailed or personally delivered with payment to the Town of Eatonville.**

- 1. Vending hours are from 8:00 a.m. until 8:00 p.m. on Saturday, January 14, 2017. The vending area must be clear of vendors by 9:00 p.m.**
- 2. Vendors may set up between 6:30 a.m. and 8:30 a.m. on January 14, 2017. A map with your vending location will be available on Monday, January 9, 2017. This information will be mailed, faxed, or emailed upon your request.**
- 3. Food vendors must indicate all food items being sold. Once approval has been obtained for your listed items, you cannot sell anything other than what has been approved (or you will be shut down and no fees will be refunded).**
- 4. An event official will inspect your sale items for final approval.**
- 5. The MLK Vendor Representative will assign vending spaces. No special request for vending spaces will be accepted.**
- 6. No alcohol or controlled substances will be allowed at this event. Law Enforcement officers will be present.**
- 7. Food vendors must have oil/grease containers. Gas cylinders must be secured.**
- 8. Book and music vendors must include a sampling catalog and/or list of items to be sold. All music must be kept at a level so as not to disturb other vendors. Failure to comply will result in termination of vending with no refund.**
- 9. Electricity will not be available. All vendors in need of electricity will have to provide safe, low noise generator.**
- 10. Vendors are responsible for reporting State and Federal Taxes.**
- 11. ANIMALS ARE PROHIBITED FROM THE VENDING AREA.**

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### **The following government regulations apply to vendors:**

#### **TOWN OF EATONVILLE:**

12. Vendors must pass Fire Department inspections to vend:
  - a) Vendors using cooking oil must have (K) Fire Extinguishers with a current certified inspection tag.

#### **ORANGE COUNTY:**

- b) Non-licensed food vendors will be required to obtain a temporary license from the Department of Business and Professional Regulation for \$91.00 money order or cashier's checks only.
- c) An Orange County Representative will be on site Saturday, January 14, 2017 to issue license and collect fees.
13. Vendor space is available on a first come, first serve basis. The number of food vendors will be limited.
14. Tax exempt or Non-Profit organizations must attach a copy of their tax exempt certificate upon submitting their vending agreement contract.
15. The Fire Marshall will inspect and issue a Seal of Approval to all approved vendors, this seal must be displayed during the entire event. The Fire Marshall reserves the right to deny vending rights due to failure of the inspection.
16. NO SUBLETTING OR LEASING OF VENDING SPACES.
17. Sales Tax and Permits are the responsibility of the vendor.
18. Each vendor receives two (2) Reserved Parking Spaces.

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### **VENDOR AGREEMENT INSTRUCTIONS**

#### **VENDOR AGREEMENT:**

**Fees Covered:** The vending fee covers, vending space, trash container, and grease disposal, for the day of the events. (Saturday January 14, 2017).

**Refund Policy:** If a written cancellation request is received on or **before Monday January 2, 2017**, a 25% refund may be issued. Any cancellations received after Monday, January 2, 2017, will not be eligible for a refund.

**Late Fees:** Send completed application along with full payment of fees; which shall not be postmarked any later than Friday, December 30, 2016 in order to avoid a late fee.

**Payment:** Make check or money order payable to the Town of Eatonville/MLK 2017. Applications and payments can be mailed to:

**Town of Eatonville  
ATTN: Eatonville Martin Luther King, Jr. Parade Celebration  
307 East Kennedy Boulevard  
Eatonville, FL 32751**

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### Indemnification Release:

Vendor agrees to defend, indemnify and to hold the Eatonville Martin Luther King, Jr. Parade Celebration Committee, the Historic Town of Eatonville, its respective officers, agents, employees, sponsors, directors, insurers, and successors harmless from any loss including attorney's fees and any claims, demands, or actions for death, personal injury or damage to personal property brought against the Historic Town of Eatonville its respective officers, agents, employees, sponsors, directors, insurers, and successors caused by or arising in whole or in part for any one or more of the following:

(i) Vendor's performance or failure to perform any of terms of this Agreement or any breach of the Vendor's.

Agreement herein; and

(ii) The sale or use of any products sold or distributed by the vendor during the Eatonville Martin Luther King, Jr. Parade Celebration.

The Vendor releases the Eatonville Martin Luther King, Jr. Parade Celebration Committee, the Historic Town of Eatonville and it's respective officers, agents, employees sponsors, directors, insurers, and successor from all responsibility for damage to the vendor's property, its theft or other loss, as well as the vendor's personal injury that may occur during the Eatonville Martin Luther King, Jr. Parade Celebration or at any time while the vendor's property is located on the Celebration grounds, whether or not caused in whole or in part by the act, error, omission fault of one or more parties released hereby.

I agree to comply with the policies and regulations as established by the Town of Eatonville. I agree that if at any time during the 2017 MLK Celebration, if I am not in compliance with this written agreement, I may be asked to leave the 2017 MLK Celebration immediately and no refund are entitled to me.

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Vendor's Name (Please Print)

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Date

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Vendor's Signature

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Please Print or Type

COMPANY NAME: \_\_\_\_\_

VENDOR CONTACT INFORMATION: \_\_\_\_\_

Please list all items (food or dry goods) you will be selling:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

CONTACT NAME: ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

B. PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COMBINED VENDOR (Please provide information about the business you will be partnering with, ie, name, products they will be selling): \_\_\_\_\_

*(No subleasing of vending space without prior approval from the Town of Eatonville) Vendor (10x10 Only)*

	<b>Eatonville Residents</b>	<b>Non-Residents</b>
Food Vendor	\$100.00	\$175.00
Merchandise Vendor	\$100.00	\$175.00
Mobile Concessions	\$100.00	\$175.00
Non- Profit	\$100.00	\$175.00

(Booth fee include: \$25.00 non-refundable clean up fee and 6.5% sales taxes).  
 Tent Permit (add \$50 if over a 10x10, not to exceed 10x15) Tents not provided.  
 Late Fee, if received after 12/30/2016 (add \$25)

**TOTAL ENCLOSED** (Money Orders or Cashier's Check Only)

**Total:** \_\_\_\_\_

All vendor application must be reviewed by the January 2, 2017 MLK Parade Committee before approval to vend.

All applicants will be notified of approval once signed agreement and payment is received.

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**Official Use Only:**

Payment Received Date: \_\_\_\_\_ Payment Type: Check      Cash    M.O.      Amount: \$ \_\_\_\_\_