

THE HISTORIC TOWN OF EATONVILLE'S  
**MARTIN LUTHER  
KING JR. *Parade*  
CELEBRATION**

**JAN 13 2024 @ 2PM  
KENNEDY BLVD**

*Culture,  
peace, &  
awareness*



For more information visit [TownofEatonville.org](http://TownofEatonville.org). If you're interested in volunteering for this event contact 407-623-8913 or email [jrobinson@townofeatonville.org](mailto:jrobinson@townofeatonville.org)



**TRAVEL+  
LEISURE**



# **Historic Town of Eatonville's**

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

### **Vendor Application**

**Application Deadline Wednesday, January 3, 2024**

Vendor Applications will not be accepted on January 13, 2024, the day of the event. Credit card payments are accepted online with a 3% convenience fee, payments are to be in the applicant's name or the company's name. All credit card payments are non-refundable or non-disputable after Wednesday, January 10, 2024, unless your application is cancelled, and you are subject to our refund policy. Payments received after Tuesday, December 26, 2023, must be made by cash, money order or cashier's check. 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 sunset on Saturday, January 13<sup>th</sup>, 2024. The vending area must be clear of all vendors by 9:00 p.m.
2. Vendors may set up between 6:30 a.m. and 7:30 a.m. on January 13<sup>th</sup>, 2024. A map with your vending location will be available on Tuesday, January 9<sup>th</sup>, 2024. 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 to be refunded). **\*\*NO EXCEPTIONS\*\***
4. Merchandise vendors must provide an itemized list of all items to be 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 to be refunded). **\*\*NO EXCEPTIONS\*\***
5. An event official will inspect your sale items for final approval.
6. The MLK Vendor Representative will assign vending spaces. **\*\*No special request for vending spaces will be accepted.**
7. No alcohol or controlled substances will be allowed at this event. Law Enforcement officers will be present.
8. Food vendors must have oil/grease containers. Gas cylinders must be secured.
9. 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. **\*\*NO EXCEPTIONS\*\***
10. Electricity will not be available. All vendors in need of electricity will have to provide safe, low noise generator.
11. Vendors are responsible for reporting State and Federal Taxes.
12. **ANIMALS ARE PROHIBITED FROM THE VENDING AREA.**



# Historic Town of Eatonville's

## 47<sup>th</sup> Annual Dr. Martin Luther King Jr. Parade Celebration

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

### Town of Eatonville

13. Vendors must pass inspections by the Fire Department as an authorized vendor for this event.
  - a). Vendors using cooking oil must have a (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. **(Provide Copy of License)**
  - c). An Orange County Representative will be on site Saturday, January 13<sup>th</sup>, 2024, to issue license and collect fees.
14. Booths are sold on a FIRST COME, FIRST SERVE BASIS. Food Booths are limited.
15. Tax Exempt or Non-Profit organizations must attach a copy of their exemption certificate.
16. The Eatonville Fire Marshall or representative will inspect and issue a Seal of Approval to all approved vendors.
17. This Seal must be displayed during the entire event.
18. The Eatonville Fire Marshall or representative reserves the right to decline vending rights for failure of inspection.
19. NO SUBLETTING OR LEASING OF VENDING SPACES. \*\*NO EXCEPTIONS\*\*
20. All collection of Sales Tax and Permits are the responsibility of the vendor.
21. There will only be two (2) Reserved Parking Spaces per vendor.



# **Historic Town of Eatonville's**

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

### **VENDOR AGREEMENT INSTRUCTIONS**

#### **VENDOR AGREEMENT:**

##### **Fees Covered:**

The vending fee covers, vending space, trash container, and grease disposal, for the day of the event.  
(Event date: Saturday January 13, 2024).

##### **Refund Policy:**

If a written cancellation request is received on or before Wednesday, January 10<sup>th</sup>, 2024, a refund minus 25% may be issued. Any cancellations received on or after Thursday, January 11<sup>th</sup>, 2024, will not be eligible for a refund.

##### **Late Fees:**

To avoid a late fee, send completed application along with full payment of fees, which shall not be postmarked any later than Wednesday, January 3<sup>th</sup>, 2024.

**Payment:** Make check or money order payable to the Town of Eatonville and mark memo field as "MLK 2024". Applications and payments can be mailed to:

**Historic Town of Eatonville  
Attn: 47th Eatonville Dr. MLK Jr. Celebration  
307 East Kennedy Boulevard  
Eatonville, FL 32751**





# Historic Town of Eatonville's

## 47<sup>th</sup> Annual Dr. Martin Luther King Jr. Parade Celebration

### INDEMNIFICATION RELEASE:

Vendor agrees to defend, indemnify and to hold the Town of Eatonville, The Eatonville Dr. Martin Luther King, Jr. Parade Celebration Committee, 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 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 Dr. MLK Celebration.

The Vendor releases the Town of Eatonville, The Eatonville Dr. Martin Luther King, Jr. Parade Celebration Committee, 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 46<sup>th</sup> Annual Dr. MLK Jr. Parade Celebration or at any time while the vendor's property is located on the event 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 Historic Town of Eatonville. I agree that if at any time during the 46<sup>th</sup> Annual Dr. MLK Jr. Parade Celebration, if I am not in compliance with this written agreement, I may be asked to leave the 46<sup>th</sup> Annual Dr. MLK Jr. Parade Celebration immediately and no refund will be entitled to me.

Name of Vendor (Print) \_\_\_\_\_

\_\_\_\_\_  
Vendor Contact's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Vendor Contact's NAME

\_\_\_\_\_  
Vendor Contact's Phone



# Historic Town of Eatonville's

## 47<sup>th</sup> Annual Dr. Martin Luther King Jr. Parade Celebration

*Please Print or Type*

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

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

ADDRESS: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_ MOBILE/CELL: \_\_\_\_\_

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

COMBINED VENDOR (Please provide information about the business you will be partnering with, i.e., name, products they will be selling). No subleasing of vending space without prior approval from the Town of Eatonville. Vendor space is "10' x 10'" only.

### Vendor Fee

Food Vendor	\$175.00
Merchandise Vendors	\$ 75.00
Dessert Vendors	\$ 50.00
Non-Profit	\$ 45.00

(Booth fees include: \$25 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 1/3/2023 (add \$25)

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

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

All vendor applications must be reviewed prior to January 5<sup>th</sup>, 2024, by the Eatonville Dr. MLK Jr. Celebration Committee before approval as an authorized vendor at this event.

### Online Payments:

1. If payment is made less than three weeks before the event, **only** cash or money order will be accepted.
2. Credit card payments are accepted online with an additional 3% convenience fee and must be paid using the applicant's name or business only.
3. All credit card payments are non-refundable or non-disputable after 1/10/24 unless you cancel your application and subject to our refund policy.

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

### **Official Use Only:**

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

Historic Town of Eatonville, 307 East Kennedy Boulevard, Eatonville, FL 32751, Phone: 407.623.8913

[www.TownofEatonville.org](http://www.TownofEatonville.org)

[jrobinson@townofeatonville.org](mailto:jrobinson@townofeatonville.org)