

PLEASE KEEP THIS FOR YOUR RECORDS.

**Sunday Jazz Brunch 2017.** The first Sunday of each month along the historic New River in downtown Fort Lauderdale from 11:00 AM – 2:00 PM.

- 3 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.

## **EVENT GUIDELINES:**

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

- ♪ The City will supply a tent (with weights), 3 tables, & 2 chairs. It is the vendor's responsibility to supply all display materials, electric cords, cash drawers, and banners.
- ♪ If you wish to provide your own tent it must be white. No covers are allowed on top of other colored tents.
- ♪ All tables must be covered, skirted and inside the booth. Covers must be marine blue, navy, or black and are required to match on all tables. Skirts can either match the covers or be white. Bed Sheets or material with fray or holes is 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. Packing up or leaving early will affect returning to the event in the future.
- ♪ Event set up begins at 7:00 a.m. Vendors may begin at 8:00 a.m. and all booths 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 9:30 am.**
- ♪ 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 may not sell or sample anything other than the goods 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 vendor set up and 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 (must wear shirts, swimsuits are not permitted). Vendors manning a booth must be over the age of 18.
- ♪ 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 not 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, a change or improvement will be required. The City has the right to relocate Vendor booth assigned locations at it's discretion or as needed for the overall event.**

(Please read back for continued information)

Vendor/City  
initials

## **VENDOR 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 forms. One form should be returned with payment the second kept for your records. You will have 7 business days to return the payment.

Vendors have several payment options; credit cards, check or cash. Credit Cards are the preferred method of payment and may be made by phone\*, (MC, Visa, AMEX only). Checks and Money Orders may be mailed in. 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 from 8:00am to 5:00pm, Monday through Friday. 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.

Each subsequent month, you will need to send an e-mail to me indicating that you wish to participate. This must be done by the 14<sup>th</sup> of the month. I will e-mail a confirmation of acceptance (or mail an invoice if you request) to you. You will have until the 24<sup>th</sup> of the month to make your payment. After this date the space will be released to other vendors. Return applications are good for 6 months. After 2 months of not participating you must resubmit an application. If you wish to add items to sell, you must also re-submit with those items listed on the new application. Remember, vendors will be accepted and assigned a space as the application comes in.

**Cancellation Policy:** In most cases, the Special Events staff will not cancel an event in advance. The Special Events Hotline has a weather status option where updates are recorded. If extreme acts of nature are expected or inclement weather encountered then the event may be cancelled in advance. 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 moved to the following month. If a refund is requested or an alternate month is desired, a letter with the request will be required within 2 weeks after the date that the event was scheduled. Should a vendor "NO SHOW" and/or not call/email to cancel in advance of the event (messages recorded have dates & times listed when calls come in); the vendor will not get 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.

**City of 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**

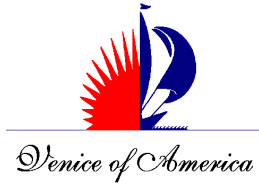
**Debbie Bylica, Special Events** [dbylica@fortlauderdale.gov](mailto:dbylica@fortlauderdale.gov) 954-828-4622

**24hr Event Hotline & Cancellation Updates 954-828-5363**

**WEBSITE: [www.fortlauderdale.gov/events](http://www.fortlauderdale.gov/events)**

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Vendor/City  
initials

# MARKETING BOOTH APPLICATION 2017



**27<sup>th</sup> Annual  
Sunday Jazz Brunch**

**MONTH REQUESTED:** \_\_\_\_\_ Repeat Vendor? \_\_\_\_\_ When? \_\_\_\_\_

Corporation Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

What is the nature of your business? \_\_\_\_\_

What are you promoting? \_\_\_\_\_

PLEASE ENCLOSE PICTURES OF YOUR MARKETING BOOTH. How are you handing out materials? \_\_\_\_\_

Are you giving away items, gifts or prizes? If yes, please explain: \_\_\_\_\_

**MARKETING BOOTH**

Each booth includes 10 X 10 White tent (you may bring your own), 3 tables and table coverings & skirts.

10 X 10 Booth Per Month or mobile unit \$750.00 \$ \_\_\_\_\_

Please indicate the number of months you wish to have the booth: X \_\_\_\_\_

Which months: \_\_\_\_\_ Total = \$ \_\_\_\_\_

**Add 6% sales tax** + \$ \_\_\_\_\_

**TOTAL AMOUNT BOOTH FEE** \$ \_\_\_\_\_

**APPLICATION DEADLINE: Two weeks prior to each month. Applications and booth locations are subject to space availability. \*\*All booths are assigned on a first come, first serve basis. Handouts and samples are permitted in your booth location only. No distribution of materials is permitted throughout the event site.**

**PAYMENT TERMS:** An invoice will be sent to you after application has been accepted. Payment in full is required prior to the event. No refunds.

Checks are to be made payable to: **City of Fort Lauderdale Parks and Recreation Department**  
**Mail to Attn: Debbie Bylica/Jazz Brunch**  
**1350 W. Broward Blvd.**  
**Fort Lauderdale, FL 33312**

**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.

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

\_\_\_\_\_  
Corporation Name (Please print)

\_\_\_\_\_  
City of Fort Lauderdale

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**OFFICE USE ONLY: Date Received** \_\_\_\_\_ **By:** \_\_\_\_\_