



Vendor Booth Opportunity

September 22, 2018 • 12:00pm – 4:00pm

On behalf of Riverwalk Fort Lauderdale, we offer your organization the opportunity to be a vendor at the 4th Annual Riverwalk *Fall Festival*. Guests will enjoy a variety of fall carnival themed games, activities, live music and food trucks. The event will be held at Esplanade Park and is open to the public. The mission of Riverwalk Fort Lauderdale is *“to build and nurture a vibrant community connected by the New River.”* To achieve these goals we host a number of fundraising activations and events, including *Riverwalk’s Fall Festival*.

Promotions for this event will include:

- Full-page ad in *Go Riverwalk* magazine
- Feature on GoRiverwalk.com webpage and online calendar
- Feature or listing on Facebook and multiple social media outlets
- Listing on multiple online event calendars
- Event flyers and poster distributed throughout Fort Lauderdale

Please review the information below and feel free to contact me with any questions you may have.

Sincerely,

Cristina M. Curry
Vice President-Operations

Riverwalk Fort Lauderdale
888 East Las Olas Blvd., Suite 210
Fort Lauderdale, FL 33301

Riverwalk



Fall Festival

INDIVIDUAL VENDOR BOOTH SPACE: \$150

A 12'x12' reserved booth area to sell your product or distribute promotional item(s) to guests (sample or photo required); Access to electricity (extension cords NOT provided)

You are responsible to provide your own tables, chairs, extension cords, tent and any other materials needed

Additional \$80 – If you would like us to provide a 10'x10' tent for the event



DOUBLE VENDOR BOOTH SPACE: \$250

A 12'x24' reserved booth space to sell your product or distribute promotional item(s) to guests (sample or photo required); Access to electricity (extension cords NOT provided)

You are responsible to provide your own tables, chairs, extension cords, tent and any other materials needed

Additional \$160 – If you would like us to provide two 10'x10' tents for the event

Please complete and return application on or before Monday, September 3, 2018, along with the necessary funds. No applications will be approved without the necessary funds and completed paperwork. Applications will be accepted and approved on a first-come, first-served basis. There is a limited number of vendor spaces, so reply early.

Riverwalk Fort Lauderdale
888 East Las Olas Blvd., Suite 210
Fort Lauderdale, FL 33301



Vendor Application & Agreement

September 22, 2018 • 12:00pm – 4:00pm

Company: _____

Contact Person/Agent: _____

Title: _____

Address: _____ City, State, ZIP: _____

Business Phone: _____ Cell Phone: _____

Email address: _____

Item / Service to be sold: _____

Please attach photo(s) of your product or booth set up

_____ \$150 (Single booth space) _____ \$80 (please provide me with a 10'x10' tent for)
_____ \$250 (Double booth space) _____ \$160 (please provide me with a 10'x10' tent for)
_____ \$25 (One 6' table and 2 chairs)

Electrical Hookup Yes No (NO 220 AMP HOOK UPS)

Will you be bringing a generator Yes No



Depending on your product or service, you may be required to provide 2 certificates of additional insurance naming “Riverwalk Fort Lauderdale” and “City of Fort Lauderdale,” as described below:

ALL FOOD VENDORS ARE REQUIRED TO PROVIDE THESE CERTIFICATES

Two (2) copies of certificates of additional insurance for: 1-Riverwalk Fort Lauderdale & 1- City of Fort Lauderdale by September 3rd, specifying:

General Liability Value is \$1,000,000 each occurrence

1. \$100,000 damage to rented premises
2. \$1,000,000 personal injury
3. \$2,000,000 aggregate
4. Accord 25 is the correct form for additionally insured- Certificate of Liability Insurance

Description of Operations: This Certificate holder is named as an additionally insured on the general liability policy but only with respect to liability claims arising out of the negligence of the named insured.

Certificate Holder: (#1)
Riverwalk Fort Lauderdale
888 E. Las Olas Blvd., Suite 210
Fort Lauderdale, FL 33301

Certificate Holder: (#2)
City of Fort Lauderdale
100 N. Andrews Avenue
Fort Lauderdale, FL 33301



Please read and sign the agreement below

1. Your designated booth space will be assigned to you the day of the event.
2. Vendors must be set up no later than 11:30 am Saturday morning. Vendors may not break down display or leave until 4:00pm.
3. Vendors must keep all items inside their booth area, including tables and chairs.
4. We have limited electrical hook up spaces. Electric must be approved and scheduled in advance. Extension cords will not be provided.
5. Parking is not provided for vendors. You are responsible for parking your own vehicle, standard parking rates apply. You may not park your vehicle within the festival perimeter. If this happens, the vehicle will be towed at the owner's expense.
6. You are not required to have a tent, however, you may bring one tent **up to 12'x'12'** for a single booth space OR two (2) **up to 12'x12'** tents for a double booth space. If you would like, we can provide you with a tent, table and chairs for your booth area for an additional fee. (see pricing above) No make shift tents or umbrellas will be accepted.
7. No obscene degrading or offensive material is to be displayed at the event.
8. No displaying, distributing or selling of any alcoholic beverages.
9. No drugs or weapons of any kind are allowed into the perimeter of the event.
10. You must abide by the standard health, safety and environmental regulations of the City of Fort Lauderdale and the State of Florida.
11. Riverwalk Fort Lauderdale will accept a limited number of vendors. Riverwalk staff reserves the right to remove any vendor who does not comply with the event rules, whose display is not in good taste, or is not consistent with the display or sales that were agreed upon. Refunds will not be made under such circumstances.
12. If your application is accepted, there will be absolutely no refunds for any reasons. This event is **RAIN OR SHINE** fundraising event.

Signature

Print name

Date

Riverwalk Fort Lauderdale
888 East Las Olas Blvd., Suite 210
Fort Lauderdale, FL 33301



September 22, 2018 • 12:00 p.m.—4:00 p.m.

CREDIT CARD AUTHORIZATION

Name on Credit Card _____

Name of Business _____

Credit Card # _____

Expiration Date _____ CVV Code _____

Email (for receipt) _____

Signature _____ Amount \$ _____

Return completed application by September 3, 2018, along with the necessary funds. Applications will be accepted without the necessary funds. Applications are accepted in the order they are received. There are limited spaces for this event, so reply early. Your application will be reviewed upon receipt and you will be notified if you are selected as a participant. Please note that this is a rain-or-shine fundraising event. Once your payment is processed, there will be no refunds for any reason.

*****Attach sample photos of your product(s) you plan to sell or distribute*****

Please complete the above form and return to Cristina@goriverwalk.com, fax to (954) 468-1542, or mail to the address below. If you have any questions, please contact Cristina at (954) 468-1541, ext.205

Checks may be made out to and mailed to:

Riverwalk Fort Lauderdale
888 East Las Olas Blvd., Suite 210
Fort Lauderdale, FL 33301