



# STONE CRAB & SEAFOOD FESTIVAL

## SEAFOOD VENDOR PACKAGE

January 12, 2019 • 11am-5pm

On behalf of Riverwalk Fort Lauderdale, I would like to you and your company to participate in Riverwalk's Eighth Annual *Stone Crab and Seafood Festival*. The goal of the event is to bring residents, businesses, and visitors together for an afternoon celebrating South Florida's Seafood Industry and traditions while raising funds for the Riverwalk.

Seafood lovers, Riverwalk supporters, and passers-by can purchase stone crabs and an array of other dishes from some of Fort Lauderdale's best, like yours! Guest will also enjoy cold cocktails and entertainment for all ages. Since its inception, Riverwalk's *Stone Crab and Seafood Festival* has continued to grow. Last year's festival drew an estimated 12,000+ residents and visiting seafood lovers to the Riverwalk. Riverwalk will promote this event in the *Go Riverwalk* Magazine, GoRiverwalk.com webpage, social media posts and event pages, on printed postcards, posters and banners distributed throughout South Florida and on multiple online calendars.

Riverwalk Fort Lauderdale is the preeminent organization engaged in promoting the Riverwalk District, its parks and the Downtown community as a place to live, work and play. Our events provide attendees with an invaluable opportunity to mingle, network, and enjoy the best of Fort Lauderdale. Funds raised at this event support Riverwalk in the pursuit of our mission "*to be the catalyst in building and nurturing Riverwalk as a vibrant community connected by the New River.*"

Please consider the packages outlined on the following pages. You may contact me at (954) 468-1541 ext. 204 if you would like additional information or would like to discuss other sponsorship options.

Sincerely,

***Maureen Potter***

Event Manager  
Riverwalk Fort Lauderdale, Inc.



# STONE CRAB & SEAFOOD FESTIVAL

## SEAFOOD VENDOR PACKAGE

January 12, 2019 • 11am-5pm

Riverwalk Fort Lauderdale's 8th Annual Stone Crab and Seafood Festival will be held in Downtown Fort Lauderdale at Esplanade Park and will target those who live, work, play and visit Fort Lauderdale. Become a participating seafood vendor and reach thousands of South Florida's residents, professionals and visitors with your unique seafood tastes.

### Riverwalk Fort Lauderdale will provide the following:

- ❖ Your logo and business link will be placed on the event page on [www.goriverwalk.com](http://www.goriverwalk.com)
- ❖ Event listing on at least four weekly e-blasts (to approximately 10,000 opt-in recipients)
- ❖ Event listing on multiple online calendars and event schedules
- ❖ Your company logo or name will be placed on 10,000 postcards distributed throughout South Florida
- ❖ Your company logo or name will be placed on event posters placed throughout Fort Lauderdale
- ❖ Your company logo or name will be placed on an event banner placed in a predominant intersection in Fort Lauderdale
- ❖ Your company logo will be placed in post-event Exclusives piece in *Go Riverwalk* magazine

### Seafood Vendors will provide the following:

- ❖ Provide individual portions of seafood items to sell from 11 a.m. to 5 p.m.
- ❖ Offer at least one **seafood** item for \$5 or under (*please disclose what this item will be prior to the event*)
- ❖ Provide necessary napkins, paper plates and utensils
- ❖ Provide staff to cook, serve and sell food
- ❖ Promote the event on your website and social media and with postcards and/or posters at your restaurant prior to the event, as permitted
- ❖ Hand washing station and additional utensils as required by the Health Department.
- ❖ If cooking on site- a valid fire extinguisher, appropriate with the type of cooking you will be doing (*"A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. A Fire inspection is required for all food booths", City of Fort Lauderdale*)
- ❖ Set up by 10:00 a.m. for fire inspection (if cooking) or by 10:30 a.m. (if not cooking) the day of the event.



## **INSURANCE REQUIREMENTS**

**You will need to provide two certificates of additional insurance for  
Riverwalk Fort Lauderdale, Inc. & City of Fort Lauderdale.**

**Below are the details of the required forms.**

**Insurance Requirement:** Two (2) copies of certificates of additional insurance for  
1-Riverwalk Fort Lauderdale & 1- City of Fort Lauderdale by **January 1<sup>st</sup>**; 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 East Las Olas Blvd. Suite 210  
Fort Lauderdale, FL 33301

**Certificate Holder: (#2)**

City of Fort Lauderdale  
100 N. Andrews Avenue  
Fort Lauderdale, FL 33301



# **STONE CRAB & SEAFOOD FESTIVAL**

## **SEAFOOD VENDOR OPPORTUNITIES**

**January 12, 2019 • 11am-5pm**

### **\$600 - Single Booth with amenities**

- 10' by 10' booth space at the event for selling seafood items & non-alcoholic drinks
- One 10' x 10' canopy
- Two 6' covered tables
- Access to water and electricity
- Two 40 lb. bags of Ice\*

### **\$450 - Single Booth without amenities**

- 10' by 10' booth space at the event for selling seafood items & non-alcoholic drinks
- NO tent, tables, ice\*, water or electricity provided

### **\$1000 - Double booth with amenities**

- 20' by 10' booth space at the event for selling seafood items & non-alcoholic drinks
- Two 10' x 10' tents
- Four 6' covered tables
- Access to water and electricity
- Four 40 lb. bags of ice\*

### **\$800 – Double Booth without amenities**

- 20' by 10' booth space at the event for selling seafood items & non-alcoholic drinks
- NO tent, tables, ice\*, water or electricity provided

**\*\*All benefits subject to omission without timely response\*\***

All commitments, fees and logos {in JPG or EPS format} must be received by **December 3<sup>rd</sup>** to be included in all printed event marketing materials; send to: [Maureen@GoRiverwalk.com](mailto:Maureen@GoRiverwalk.com).



# STONE CRAB & SEAFOOD FESTIVAL

## SEAFOOD VENDOR AGREEMENT

January 12, 2019 • 11am-5pm

PLEASE FILL OUT AND EMAIL TO [Maureen@GoRiverwalk.com](mailto:Maureen@GoRiverwalk.com) OR  
FAX BACK TO (954) 468-1542 BY **DECEMBER 3, 2018**  
FOR INCLUSION IN ALL PRINTED PROMOTIONAL EVENT MATERIALS

Company: \_\_\_\_\_

Representative's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

What \$5 Seafood item(s) will you be offering? \_\_\_\_\_

What other Seafood and/or other Items will you be selling? (Please be detailed)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ \$600 (Single booth space with amenities) Will you need electricity? ☐ YES ☐ NO

\_\_\_\_\_ \$450 (Single booth space without amenities) Will you bring a generator? ☐ YES ☐ NO

\_\_\_\_\_ \$1000 (Double booth space with amenities) Will you need electricity? ☐ YES ☐ NO

\_\_\_\_\_ \$800 (Double booth space without amenities) Will you bring a generator? ☐ YES ☐ NO

Please note- applications are accepted in the order they are received and no  
application will be accepted without payment.



**Please read and sign the agreement below**

1. Vendors will be allowed to drop-off materials for their booth space in a designated area determined by a Riverwalk Fort Lauderdale staff member, beginning at 8:00 am. Vendors must unload completely and immediately move vehicles off of the event site (including closed roads). ALL vehicles must be moved out of the event site (including closed roads) by 10:00 am. If a vendor shows up after that time, the vendor will have to bring materials for the vendor booth from outside the event site (including closed roads), as it is a hazard to our event attendees.
2. Your designated booth space will be given to you when you arrive and check-in with a Riverwalk Fort Lauderdale staff member.
3. All vendors must be **set up no later than 10:00 am** for Health and Fire Inspections.
4. The ground where you are cooking must be covered by a mat or wood surface if frying. All oil and cans with oil generated or brought to the event must be removed taken with you when you leave. Vendors will be liable for any damage or repair costs incurred within their booth area.
5. Vendors must keep all items inside their booth area, including tables and chairs.
6. The park has limited electrical access. Electric must be approved and scheduled in advance to accommodate a safe layout. Extension cords will not be provided.
7. Parking is NOT provided. You may NOT park your vehicle within the festival perimeter. If this happens, the vehicle will be towed at the owner's expense. There are multiple paid surface lots in the immediate area of the park.
8. Booths must remain operational until 5:00 pm. For the safety of everyone, vendors may not break down display or unload until this time.
9. All vendors must have their booths broken down and packed up no later than 6:30pm.
10. No obscene, degrading or offensive material is to be displayed at the event.
11. No drugs or weapons of any kind are allowed into the perimeter of the event.
12. No dumping of any food, or food bi-product onto the ground.
13. You must abide by the standard health, safety and environmental regulations of the City of Fort Lauderdale and the State of Florida.
14. If your application is accepted, there will be absolutely no refunds for any reasons. This event is a **RAIN OR SHINE** fundraising event.



15. \*Additional 40 lb. bags of ice will be available for \$7.00 each, pre-ordering with Riverwalk staff is required. Orders must be in by Friday, January 4, 2019 and payment must be in cash at event upon receipt of ice.
16. Trash from vendor booths must be disposed of in the dumpster behind the stage. Do NOT leave trash in the festival area or near garbage cans after the event and tear down are complete.
17. 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 who is not consistent with the display or sales that were agreed upon. Refunds will not be made under such circumstances.
18. If your application is accepted, there will be absolutely no refunds for any reasons. This event is a **RAIN OR SHINE** fundraising event.

***I have read, understand and agree to the above terms.***

\_\_\_\_\_ *I agree to have enough food for attendees and will not leave the event early.*

\_\_\_\_\_ *I agree to abide by the standard health, safety and environmental regulations of the City of Fort Lauderdale and the State of Florida*

\_\_\_\_\_ *I understand that the ground must be covered by a mat, rug or wood surface to protect the grass and I agree to remove all oil and cans with oil and any hot coals or wood generated by me or brought to the event. (Liability for damages or repair apply)*

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***Signature***

***Print***

***Date***

Email to: [Maureen@goriverwalk.com](mailto:Maureen@goriverwalk.com) or fax to (954) 468-1542. For questions, please call (954) 468-1541 x 204. Vendor spots will not be held or approved without payment.



## **CREDIT CARD AUTHORIZATION FORM**

Company name \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

CVV Code \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_

Email for receipt \_\_\_\_\_

Please send completed form to [Maureen@GoRiverwalk.com](mailto:Maureen@GoRiverwalk.com) with  
hi-resolution logo image in EPS or JPG

You may also fax your application to (954) 468-1542

Checks may be mailed to:

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

**(954) 468-1541 x 204**

**[www.goriverwalk.com](http://www.goriverwalk.com)**





## Additional Event Details:

**Event Location:** Esplanade Park, 400 SW 2<sup>nd</sup> Street

**Event Date & Hours:** Saturday, January 12th – 11:00 a.m. to 5:00 p.m.

**Set – Up:** Set up may begin at 8:00 a.m. and must be completed by 10:00 a.m. for fire and health inspections. You may unload your materials in the cul-de-sac at the north end of SW 4<sup>th</sup> Avenue, behind the bathrooms. Or, you may unload from SW 2<sup>nd</sup> street in front of the park, inside of the barricaded area if there is allowable space when you arrive. Vendors will be set up in the street, so once they are established, this “loading zone” will no longer be open to vehicular traffic. Please be considerate of others and do not leave your vehicle any longer than necessary. You may not park your vehicle within the festival perimeter. If this happens, the vehicle will be towed at the owner’s expense.

**Parking:** Parking is not provided for vendors. There are multiple City and private parking lots/garages and street parking in the area surrounding Esplanade Park. \*Standard parking rates apply\* I encourage you to use [PAY BY PHONE](#), a free app to pay for your street or garage parking.

**Booth location and set up:** Your designated booth space will be given to you when you arrive and check-in with a Riverwalk Fort Lauderdale staff member.

**\*\*All cookers/shuckers must be placed on a mat, rug, plywood or some resistant surface to protect the grass, brick and/or road surfaces from burns, splatter or spillage. Your cooker must remain on a protective surface for the entire event. Other additional tables, cookers, coolers, etc. may be rented from Best Rental Service (954) 763-6581, Panache Party Rentals (954) 971-8484, or any other rental company you may have a working relationship with.**

**You will be responsible for providing the following:**

- Seafood menu offering at least one **seafood** item for \$5
- Cooking and/or serving utensils as needed for cooking and serving
- Staff to cook, serve and sell food
- Necessary napkins, paper plates, and utensils
- Coolers (You can preorder ice for \$7 a 40 lb bag by 1/4/19)
- Necessary cash bank with the change needed for sales (we will not be able to make change for you)
- A fire extinguisher with proper and up to date tags (*“A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. A Fire inspection is required for all food booths”, City of Fort Lauderdale*)



**Electricity:** If your booth includes access to electricity, please note that it only supports 110 voltage. You are responsible to provide your own extension cords. Riverwalk **will not** provide extension cords.

**Signage:** You will have the opportunity to display your promotional materials in and on your booth. Please feel free to decorate your booth as you like using banners, flags, signage, branded linens, etc. No alcohol or alcoholic bottles are to be used in your booth décor. No obscene, degrading or offensive material is to be displayed at the event.

**Beverages:** You may sell NON-ALCOHOLIC beverages (no glass please). If you wish to purchase ice, please be sure to order no later than January 4<sup>th</sup>.

**Tear Down:** All vendors must remain open until 5:00pm. Take down must be completed by 6:30 p.m. It is the sole responsibility of each vendor to safely and properly remove and dispose of any grease, hot coal or wood, all food and trash from their booth area. There will be a large dumpster placed behind the stage for trash disposal.

**REMINDER:** Please be prepared to continue to provide your food for the duration of the event. Keep in mind that we had an estimated 12,000+ attendees at this event last year. We anticipate the numbers to continue to grow.

### **DEADLINES:**

- **December 3, 2018 – to be included in ALL printed marketing**
- **January 4, 2019 – deadline to order 40lb bags of ice**

**\*APPLICATIONS MUST INCLUDE PAYMENT TO BE CONSIDERED COMPLETE\***

### **Important phone numbers:**

Office phone (954) 468-1541, ext. 204

Cell phone (954) 850-0021

Fax (954) 468-1542

If you need to reach me the day of the event,  
please CALL me on my cell phone. PLEASE DO NOT TEXT.