



ARTS & CRAFTS/ NON-COOKING FOOD VENDOR APPLICATION
2019 RIVERWALK FALL FESTIVAL
SATURDAY, SEPTEMBER 21, 2019 • 12PM-4PM
ESPLANADE PARK • FORT LAUDERDALE, FL

Company: _____
Contact: _____
Title: _____
Address: _____
City, State Zip: _____
Business Phone: _____ Cell Phone: _____
Email: _____

Detailed description of items or services you are selling:

*Please attach a photo when you submit your application.

- ☐ **Single Booth (10' x 10') Space - \$150**
☐ **Single Booth Add-on - \$125** – Includes One (1) 10' by 10' Tent, One (1) 8' Table, Two Chairs
☐ **Double Booth (20' by 10' side-by-side) Space - \$250**
☐ **Double Booth Add-on - \$250** - Includes Two (2) 10' by 10' Tents, Two (2) 8' Tables, Four Chairs
☐ **Electric Hookup - \$15 per 110V plug-in, limit of two.** (Electric is limited, given on a first come first serve basis)
☐ **Yes, I plan to bring my own generator.**

*There is access to water for all vendors at a designated source on event site.

Applications **MUST** be submitted with payment in full. Applications submitted without payment or partial payments will not be considered until full payment is received. Vendor acceptance and space assignment is up to Riverwalk Fort Lauderdale. Applications are reviewed on a first come first serve basis. Space is limited, so return your application as soon as possible. This event is rain or shine, **NO** refunds will be given for any reason.

Payment Information

Check enclosed in the amount of \$_____ or Credit Card Type: _____

Name on Card: _____ Exp. Date: _____
Credit Card #: _____ CVV Code: _____
Email for Receipt: _____
Signature: _____ Amount \$: _____



Please return your completed application with payment and photos to Maureen@GoRiverwalk.com or mail to:

Maureen Potter, Events Manager, 888 E. Las Olas Blvd., Suite 210, Fort Lauderdale, FL 33301

RIVERWALK FALL FESTIVAL VENDOR AGREEMENT

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 11:00 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. Designated booth space will be provided to you when you arrive and check-in with a Riverwalk Fort Lauderdale staff member.
3. Vendors must be set up no later than 11:30 am Saturday morning. Vendor booths must remain operational until 4:00pm. You may not break down any displays or leave before then.
4. Vendors must keep all items inside their booth area, including tables and chairs.
5. We have limited electrical hook up spaces. Electric must be approved and paid for in advance. Extension cords **will not** be provided.
6. 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.
7. You are not required to have a tent, however, you may bring one tent **up to 10'x'10'** for a single booth space OR two (2) **up to 10'x10'** 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.
8. The ground where you are cooking must be covered by a mat or wood surface. All oil and cans with oil generated or brought to the event must be removed and taken with you when you leave. Vendors will be liable for any damage or repair costs incurred within their booth area.
9. No obscene degrading or offensive material is to be displayed at the event.
10. No displaying, distributing or selling of any alcoholic beverages.
11. No drugs or weapons of any kind are allowed into the perimeter of the event.
12. You must abide by the standard health, safety and environmental regulations of the City of Fort Lauderdale and the State of Florida.
13. *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, September 13, 2019 and payment must be in cash at event upon receipt of ice.
14. 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.
15. All vendors must have their booths broken down and packed up no later than 5:30pm.
16. 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.
17. If your application is accepted, there will be absolutely no refunds for any reasons. This event is a **RAIN OR SHINE** fundraising event.
18. **Depending on your product(s) and/or service(s), you may be required to provide two (2) certificates of insurance naming "Riverwalk Fort Lauderdale" and "City of Fort Lauderdale" as additional insureds.** If you meet this requirement, a Riverwalk Fort Lauderdale staff member will notify you via email. Certificates must be submitted at least one week prior to the event date. If Riverwalk Fort Lauderdale has not received your certificates of insurance by this time, you will not be allowed to vend at the event and will forfeit all of your fees.

I have read and understand all of the rules and regulations listed above and agree to abide by them.

Signature

Print name

Date



Please return vendor agreement with your completed application, payment and photos to Maureen@GoRiverwalk.com or mail to:

Maureen Potter, Events Manager, 888 E. Las Olas Blvd., Suite 210, Fort Lauderdale, FL 33301
Tel: (954) 468-1541 ext. 204