

# Vendor Application

## VENDOR INFORMATION

### INFORMATION:

- \* All vendors must comply with State of Florida tax guidelines.
- \* All vendors must provide \$1Million liability insurance naming the City of Fort Lauderdale as additional insured.
- \* Vehicle Insurance in the amounts of three hundred thousand dollars (\$300,000.00) for injury for each occurrence and one hundred thousand dollars (\$100,000.00) per person." (The page that lists vehicle and coverage amounts) to include the City of Fort Lauderdale as additional insured as you must drive onto City property. Use the same address as above.
- \* **Vendors must provide their own 10 x 10 tent**
- \* All food vendors must be licensed by the State. Please refer to enclosed Temporary Event Vendor Requirements from the State Department of Business and Professional Regulation.
- \* All spaces are 10' frontage by 10' depth.
- \* Placement of each vendor will be determined by the City of Fort Lauderdale.
- \* Set up begins at 4:00 PM the morning of the event.
- \* Vendors must be set up and operational by 6:00 PM.
- \* All vehicles must be removed from the field by 6:00 PM.
- \* Cleanup must be complete and vendors out of the park by 11:30 PM.
- \* All vendors must be totally self-contained and supply all necessary display/sale items, such as tables, chairs, decorations, garbage disposal, signs (must include business name), etc.
- \* Booth should be attractive and appealing to event patrons (tables covered, skirted if applicable, decorated, etc.)
- \* Heavy-duty garbage bags must be used for disposal in designated area.
- \* Space must be kept clean at all times.
- \* Food vendors must provide own signs with business name, items for sale and prices.
- \* Food vendors must be totally self-sufficient and arrange for own ice, power etc. Food vendors must also take all of their own refuse (such as oil/grease, charcoal, etc.) out of the park at the end of the event. Dumping at the park will not be allowed.

**Please remember:** Failure to comply by these rules may result in your not being allowed to participate in the event.

For more information, please contact [BBrooks@fortlauderdale.gov](mailto:BBrooks@fortlauderdale.gov) or [NLivingston@fortlauderdale.gov](mailto:NLivingston@fortlauderdale.gov) .



TEMPORARY EVENT VENDOR REQUIREMENTS

**Department of Business & Professional Regulation**  
Division of Hotels and Restaurants

All food vendors must:

- \* Provide a proper fire extinguisher with a current state inspection tag;  
2A10BC size or larger (vendors who have heating devices or electric)  
40BC size or larger (vendors with deep fat fryers). K or 3A40BC is OK
- \* Provide a hand wash station:  
Container of water with on/off valve  
A bucket of sufficient depth to catch waste water  
Soap and paper towels
- \* Provide gloves for ready to eat foods or hand sanitizer and handling procedure
- \* Provide a dishwashing station:  
A 3 compartment sink is preferred, or if limited foods, 3 bus pans or buckets  
A way to make hot water (a stove or coffee maker)  
Bleach, soap, and a test kit
- \* Provide food grade hoses and an anti-backflow valve (a check valve)
- \* Provide extra utensils
- \* Wash all fruits and vegetables prior to prepping/service
- \* Provide adequate means to maintain food at safe temperatures (for example: cooler with ice packs and chafing dishes). 41 degrees Fahrenheit or below and 140 degrees Fahrenheit or above.
- \* Secure propane tanks at least 6 (six) feet from cooking appliances.
- \* Provide method to protect food on display (covers, plastic wrap, sneeze guards)
- \* Provide proof of source for food that was prepared elsewhere (example: grocery store, restaurant, or school cafeteria)
- \* Provide overhead protection (fire rated tent/canopy)
- \* Keep all food preparation under canopy/tent (except charcoal and other cooking equipment required by the Fire Department inspector to be outside tent/canopy)
- \* Provide flooring if on dirt or other dust-producing surface
- \* Provide container to hold wastewater until it can be properly disposed
- \* Provide a copy of the Division of Hotels and Restaurants License
- \* Provide a probe thermometer (0 degrees to 220 degrees Fahrenheit)



## Vendor Application

Name of Event: \_\_\_\_\_

Vendor(Business) Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Please describe items for sale and prices:

1. _____	Price _____	5. _____	Price _____
2. _____	Price _____	6. _____	Price _____
3. _____	Price _____	7. _____	Price _____
4. _____	Price _____	8. _____	Price _____

**RELEASE:** I, the undersigned, do hereby forever discharge, release and hold harmless the City of Fort Lauderdale Parks and Recreation Department, and their 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. I hereby consent to all rules and regulations established for the event and understand that the City will have final authority. I have read and agree to abide by the vendor requirements included with this application.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2024 Accepted this \_\_\_\_ day of \_\_\_\_\_, 2024

Vendor Name (please print): \_\_\_\_\_ Staff Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_