

CITY OF SUNRISE: 2009 CULTURAL FESTIVAL
Application for Retail and Service Vendors

The City of Sunrise Cultural Festival - scheduled for **November 7, 2009**, from 11:00 a.m. to 6:00 p.m. in City Park (6600 Sunset Strip) - is a cost-effective means of promoting your business to residents of western Broward County. The City of Sunrise encourages vendors to offer products and services that are in keeping with the event's multicultural theme.

Exhibitor

Name(s): _____

Business Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext: _____ Work: _____ Ext: _____

Fax: _____ Email: _____

Web Site: _____

Category of Product or Service:

Art, Glass

Art, Wood

Art, Photography

Art, Mixed Media

Art, Paintings

Art, Sculpture

Art, Pottery/Ceramics

Jewelry and Accessories

Health and Fitness

Clothing

Books and Records

Furniture and Decor

Other, Specify _____

Description of product or service you will be selling:

Please attach photo, Web site link, or sample of product.

Please describe the type of vehicle you will be using (*e.g.: car, pickup truck, car with trailer, etc.*)

SET UP, BREAK DOWN & CLEAN UP

Set up begins at 8:30 a.m. and must be completed by 10:30 a.m. Break down begins at 6:00 p.m. Absolutely NO early set ups or breakdowns allowed. Vendors are responsible for ALL garbage removal from their space. Trash must be disposed of at the designated dumpster. Vehicles are not allowed in the park, except to unload and load supplies and equipment. Please be courteous to your fellow vendors when unloading. Vendor parking and a parking pass will be provided.

DISPLAY & PRESENTATION

The City of Sunrise reserves the right to control the look and visual impact of the festival site. Each vendor will be provided with one 10' x 10' tent, one eight-foot table and one chair. Vendors are responsible for creating a professional and visually attractive presentation. The City reserves the right to request improvements to displays if necessary, or to relocate booths.

CANCELLATION POLICY

The City of Sunrise Cultural Festival will be held rain or shine. There will be no refunds.

VENDOR ATTENDANCE

All Vendors who have reserved space and are unable to attend the Cultural Festival celebration MUST advise the City of Sunrise before 5:00 p.m. on October 30, 2009.

VENDOR DISCLAIMER

Submission of application does not imply or guarantee participation into the City of Sunrise 2009 Cultural Festival. Once applications are turned in, vendors will be reviewed and contacted shortly

thereafter. Vendors will be selected based on quality and appropriateness of products/services provided.

VENDOR/EXHIBITOR RULES AND REGULATIONS, TERMS AND CONDITIONS

1. Vendors must provide a sample, photograph or link to a Web site representing the items they intend to sell.
2. **Vendor slots will be assigned on a FIRST-COME, FIRST-SERVED BASIS. No substitutions will be allowed.**
3. **Vendor fees are non-refundable.**
4. The City will provide each vendor with one 10' x 10' tent, one eight-foot table and one chair. Vendors are responsible for bringing and providing any other equipment and/or supplies necessary to conduct business at the Cultural Festival. The City of Sunrise does not loan, rent or in any way supply vendors with additional equipment.
5. Vendors must provide own table covering. All booth tables **MUST** be covered.
6. All vendors must display professional signage at each selling space identifying the business name. Signage must remain within the limits of the vendor selling space.
7. All vendor activities must be confined to allotted space. Contiguous slots are available.
8. Games of chance are not allowed.
9. The sale, use or possession of alcohol is not allowed. The only exception to this is for designated beverage vendors.
10. Livestock sales or displays are not allowed.
11. Vendors are responsible for collection of their own sales tax.
12. Each vendor is responsible for his/her booth and all items in it.
13. No set up will be allowed prior to 8:30 a.m. on November 7, 2009. **NO** material may be left in the park the night before or after the event.
14. Booths must be ready to open by 11:00 a.m. and remain open until 6:00 p.m.
15. Food items and beverages **CANNOT** be sold or given away by a non-food vendor unless written permission is provided by the City of Sunrise.
16. Vendor recycling is expected and containers will be provided.
17. Smoking is not permitted in vendor booths.
18. Vendors must comply with the rules and regulations of City Park and the City of Sunrise.
19. Rules may be subject to change without advance notice.

20. The City of Sunrise staff reserves the right to assign, limit the quantity of or relocate space(s) rented by a vendor. The sharing or subletting of booths is not permitted. If you feel your situation warrants special consideration, please discuss it with City staff prior to making your commitment to the Cultural Festival.

Signature

Date

RELEASE – VENDORS FOR CITY OF SUNRISE CULTURAL FESTIVAL

The undersigned, in consideration of the City of Sunrise providing me with space for the display and sale of our various products, goods, and other valuable wares, do hereby release and forever discharge the City of Sunrise, and any of their members, employees, agents and volunteers (*collectively "Releases"*) from any and all liabilities, claims, actions, damages, costs or expenses, whatsoever, which I may have against Releases arising out of or in any way connected with my participation in this program, including but not limited to damages, injuries or death caused by the active or passive negligence of Releases otherwise.

Further, I hereby agree to release, indemnify and hold harmless the City of Sunrise and any official or volunteer of the City of Sunrise against all claims resulting from participation in this program. I have attached a signed and initialed copy of the City of Sunrise Cultural Festival Regulations indicating that I agree to abide by the Rules & Regulations. Furthermore, I understand that any violation of these rules or hazards to the public will cause immediate revocation of my ability to be a vendor at the City of Sunrise Cultural Festival celebration. I agree to sell only those products approved by the City of Sunrise staff.

Signature _____

Print Name _____

Date _____

Please return completed application, with **check for \$75 retail/service vendor fee payable to City of Sunrise**, to:

City of Sunrise

Leisure Services Office

10610 West Oakland Park Boulevard

Sunrise, FL 33351