

**2019 Celebrate America  
Food Vendor Application  
Application Deadline: May 6, 2019**



**Event Date: July 4  
Tom Brown Park  
Tallahassee \* Florida**

**CELEBRATE AMERICA  
FOOD VENDOR APPLICATION  
APPLICATION DEADLINE: May 6 2019**

Submitting an application package does not ensure acceptance to participate as a Celebrate America vendor. All applications will be reviewed and accepted based upon menu selection, quality and overall compliance with required procedures. If selected, the Special Events Division reserves the right to make the final placement and product selection of all vendors.

The following **MUST** all be included in your application package; otherwise, your application will not be accepted – please ensure that all licenses, certificates and insurance are current:

- 1) Payment in full (payment in full must accompany application - credit cards cannot be accepted)
- 2) Application Form completed in full
- 3) Signed/Dated Liability Waive
- 4) Photo of set-up
- 5) Itemized Menu/Price List
- 6) Copy of up-to-date Liability Insurance (Must name the City of Tallahassee as ADDITIONAL INSURED CERTIFICATE HOLDER)
- 7) Non-profit organizations are required to provide a copy of their Consumer's Certificate of Exemption
- 8) Copy of State of Florida Resale Certificate for Sales Tax

PLEASE RETAIN A COPY OF YOUR COMPLETED APPLICATION PACKAGE FOR YOUR TAX RECORDS

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Please print legibly or type:

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email (required): \_\_\_\_\_

In the following chart, please itemize ALL products (with prices) that your wish to sell. The Celebrate America Executive Director will have final determination as to what products can be sold. Duplication of product will be closely monitored. You will be contacted regarding what items you will be permitted to sell at your booth. If necessary, please use additional paper.

MENU ITEM	PRICE	MENU ITEM	PRICE

Please answer the following section in full. This information is mandatory and is pertinent to your selection and final placement as a Celebrate America food vendor:

Tent: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Concession Trailer: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

All food areas must be covered overhead

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Office use only:

Date application received: \_\_\_\_\_ Amount received: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Cash received: \$ \_\_\_\_\_ Money order/Cashier's check number: \_\_\_\_\_

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Method of Preparation:

#Gas Grills: \_\_\_\_\_ #Charcoal Grills: \_\_\_\_\_ #Smokers: \_\_\_\_\_ #Microwaves: \_\_\_\_\_ #Steamers: \_\_\_\_\_

#Deep Fryers: \_\_\_\_\_ #Broilers: \_\_\_\_\_ #Electric Skillets: \_\_\_\_\_ #Rotisseries: \_\_\_\_\_ #Boilers: \_\_\_\_\_

#Woks: \_\_\_\_\_ #Blenders: \_\_\_\_\_ #Crock Pots: \_\_\_\_\_ Other: \_\_\_\_\_

Electrical required: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**FEES**

Note: Electricity is limited and accepted vendors will be allowed only one (1) 120 outlet. Please call the Executive Director regarding the use of generators.

10'	15'	20'	25'+
\$215.00	\$240.00	\$265.00	\$325.00

Note: First-time vendors are required to pay a cleaning/damage deposit (see Rules and Regulations regarding full refund)  
**Credit cards cannot be accepted**

Make checks payable to:  
**Tallahassee Friends of Our Parks Foundation (or, F.O.O.P.)**

Tallahassee Friends of Our Parks Foundation, Inc. is a 501(c) 3 non-profit organization. Please keep a copy of your application and check for tax purposes.

I, (print name) \_\_\_\_\_ (applicant/authorized representative), hereby acknowledge that I have ready the Rules and Regulations associated with being a Celebrate America vendor and have thereby duly informed all entry participants (my employees, volunteers, representatives, agents, etc.) of said Rules and Regulations and agree that the application and all participants in this entry will heed all Celebrate America Rules and Regulations and directives, whether written or oral, and will abide by all laws and ordinances. I understand that refunds will not be given for inclement weather.

\_\_\_\_\_  
Signature, Applicant/Authorized Representative                      Date

\_\_\_\_\_  
Print Name, Applicant/Authorized Representative

**City of Tallahassee  
Liability Disclaimer  
Celebrate America**

The City of Tallahassee does not provide liability insurance for the protection of participants, spectators, merchants or others who participate in Celebrate America activities.

In consideration of being permitted to participate in such activity, the participant does hereby release and forever discharge the City of Tallahassee, its officers, officials, employees and agents, jointly and severally from any and all actions, cause of action, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participants, merchants, spectators, or others in consequence of participating in City of Tallahassee Celebrate America activities. This waiver and release expressly includes any action, cause of action, claim or demand based upon any act, omission or negligence by the City of Tallahassee its officers, officials, employees or agents.

This release extends and applies to, and also covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands injuries or damages which are unknown or unsuspected to the person executing such release at the time of such executive, are hereby expressly waived.

I hereby agree on behalf of my heirs, executors, administrators and assigns to indemnify the city of Tallahassee, its officers, officials, employees and agents and all members and officials of the Celebrate America Committee, jointly and severally, and to hold the same harmless from and against any and all actions, claims, demands and liabilities, loss, damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by them or claimed against them by reason of my participation in Celebrate America. This hold harmless and indemnity provision expressly includes any action, cause of action, claim or demand based upon any omission or negligence by the City of Tallahassee, its officers, officials, employees or agents.

\_\_\_\_\_  
Signature, Authorized Representative/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print, Authorized Representative/Applicant

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature - Parent or Legal Guardian  
(if under 18 years of age)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Print - Parent of Legal Guardian

Celebrate America  
Food Vendor Rules and Regulations  
Application Deadline: May 6, 2019

1. Applications will be accepted based upon menu, product, quality and overall compliance with required procedures. The Celebrate America Executive Director (hereinafter "Director") reserves the right to accept or deny any vendor's request. The Director will have the final determination as to what products may be sold and final placement of all vendors. The Director will have the authority to change previously assigned placements if deemed necessary for the overall improvement of festival operations.
2. All applications received after the deadline will be assessed a \$25.00 late fee. All applications received after deadline must be paid in cash, money order or cashier's check. Personal checks will not be accepted after the deadline.
3. Entry fee is non-refundable after May 17, 2019. If you cancel prior to May 13th you will be assessed a \$50.00 Cancellation Fee, which will be deducted from your original entry fee.
4. Checks returned for non-sufficient fees, will be assessed at \$25.00 Service Fee, which must be paid for in cash or by money order or cashier's check. Personal checks will not be accepted. NSF checks must be made good no later than May 28, 2019.
5. **IMPORTANT: All NEW Celebrate America food vendors are required to pay a \$100.00 Cleaning/Damage Deposit** (refundable only if your area is left clean (no debris is to be left in or around your assigned area) and no property damage has occurred to the parks and common areas - to include plants, flowers, shrubs, trees, decorations, etc. - around assigned booth). Please allow 4-6 weeks for your refund. Note: Should the cleaning or damages exceed \$100.00, you will be invoiced accordingly.
6. Vendors are responsible for their own trash and cleanup. Grease, wastewater and ashes are to be disposed of safely and properly and are NOT to be poured on the ground. If city employees are required to cleanup any part of your assigned area, your Cleaning/Damage Deposit will be completely forfeited. No exceptions.
7. Refunds will not be given due to inclement weather.
8. Proof of Insurance - must have current insurance coverage at the minimum amount of \$1,000,000.00 and must list the City of Tallahassee as Additional Insured Certificate Holder - No Exceptions.
9. For State of Florida Resale Certificate for Sales Tax information, please call Mark Hair at the Florida Department of Revenue at (850) 414-8596. All vendors are responsible for reporting sales tax.
10. Electricity is limited. No 220 power will be available. Food vendors are limited to only one (1) 110 outlet. No special wiring will be provided to any vendor.
11. Use of generators must be pre-approved by the Special Event Supervisor.
12. Ice can be purchased on site the day of the event from Capital Ice Company. Your cost will be **\$TBD** per 20-pound bag.
13. Pepsi is the official drink sponsor and ALL soft drinks, energy drinks, etc. MUST be a Pepsi product and MUST be purchased on site at Tom Brown Park on July 4. You may not pre-purchase the product and bring it with you. Call Pepsi at (850) 251-6640 (Charles Vickery) if you have any questions regarding which products will be available on event day. Be sure to identify yourself as a Celebrate America vendor:
  - A. No fountain beverages allowed.
  - B. **All Pepsi products must be purchased on site from the Pepsi representatives.**  
Pricing: Your cost for Gatorade, sodas and bottled water will be **\$TBD** per case.  
Resale pricing: \$2.00 per bottle for all Pepsi products (mandatory for all vendors to sell these items at the same price). **NOTE: Your cost for purchasing product is subject to change. Confirmation to follow.**
  - C. Pepsi representatives will be on site throughout the event to monitor product compliance. Those vendors found in violation of this rule may be asked to shut down and risk not being invited to participate in future events.
14. The Special Event Supervisor must approve all tents/canopies/booths/concession trailers, as certain restrictions may apply.
15. **IMPORTANT NOTICE:** Upon your arrival on event day, if your tent/trailer is larger than what you were approved for, you may be denied access to your assigned space and would, thereby, forfeit all fees previously paid. If we can accommodate you in your originally assigned location you will be required to pay an additional \$50 service fee (in cash prior to opening for business). Or, you may be assigned another location that can accommodate your tent/trailer, if such space and power requirements are available (additional \$50.00 Service Fee in cash prior to opening for business will also apply). The Director reserves the right to make the final determination. Do not encroach on your neighboring vendors. For safety reasons, we have allowed several feet between you and the vendors on either side of you. You are not to set up your equipment or use the extra spacing for any reason. Please be specific regarding required footage on your application.

16. All streets, roads, walkways and common areas are to be left clear of clutter and all vendor property and equipment **MUST** be contained within the area of assignment. This will be monitored and strictly enforced throughout the hours of the event.
17. All food serving areas **MUST** be covered.
18. Vendors are required to provide and have readily available a certified and tagged fire extinguisher in their booth/trailer.
19. Vendors are required to have a first-aid kit inside their booth/trailer.
20. All tents must be secured with sandbags or other weighted materials. Staking is not permitted.
21. All tents must have flame-retardant tags.
22. For safety, vendors must use fluorescent flagging tape to identify tent staking guy wires.
23. For safety, vendors must completely cover/wrap all exposed ground stakes and cords/wires.
24. All vendors are responsible for providing their own workers/volunteers to man and operate the booth at all times throughout the event. Celebrate America/PRNA will not be responsible for damages or theft of unmanned operations.
25. Vendors are responsible for supplying all items needed to operate during the event - tables, equipment, hand trucks, wagons, carts, etc., for transporting product, etc. The festival provides only the booth space.
26. All food vendors must be **SELF-CONTAINED** for water and electricity.
27. All food booth workers/employees/food handlers are required to wear hair restraints or hats.
28. Approved vendors may sell only the items that were listed on your application and approved by the Director.
29. Vendors are solely responsible for collecting and reporting Florida Sales Tax.
30. Vendors are not allowed to advertise, sell, demonstrate, give away or consume alcoholic beverages on site. Nor are they allowed to sell, advertise, demonstrate, give away or consume controlled substances or illegal drugs of any kind. To do so, will result in immediate closure and removal from the event. No refunds will be granted. This matter will be closely monitored and strictly enforced for the duration of the event.
31. Vendors are not allowed to sell, advertise, demonstrate or distribute weapons/paraphernalia (to include knives) or fireworks, to include sparklers, of any type at the festival. This will be closely monitored and strictly enforced for the duration of the event.
32. Vendors are not allowed to sell outside of their assigned area and may not rove throughout the festival to solicit business.
33. If accepted to participate, you may set up your tent or bring in your concession trailer between 3:00 pm and 6:30 pm on July 3. Please do not leave any food, utensils, personal items, etc. over night. Neither PRNA nor Celebrate America will be responsible for theft or damage to any items, personal or otherwise, left over night. It is recommended that you set up your tables, chairs, displays, etc. on the morning of the event.
34. You may begin setting up at 7:00 am on day of the event:
  - A. To gain access into the festival area and reserved vendor parking lot, your Celebrate America load-in/load-out permits must be prominently displayed on the vehicle's dashboard or windshield. The permit must be prominently displayed throughout the event.
  - B. Safety inspections will begin at 3:00 pm. You may begin selling only after you have been approved by the inspectors.
  - C. **ALL** vehicles must be cleared from the festival area and parked in the vendor parking lot no later than 3:00 pm. **ALL** personal vehicles and storage units are not allowed to remain in the festival area or behind your both and must be moved to vendor parking area by 3:00 pm. This will be closely monitored throughout the event. No exceptions.
  - D. Security will not allow vehicles to enter the festival area after 3:00 pm. No exceptions.
35. No animals of any kind are allowed inside the booth/food preparation area or inside Tom Brown Park on event day.
36. Vendors may not sell items from their automobiles.
37. Vendor parking is limited and is available on a first come first served basis. Do not park in restricted areas, to include areas designated as handicap parking, restricted or private property. Doing so will result in having vehicle(s) towed at owner's expense.
38. The City of Tallahassee, its employees, event sponsors and volunteers are not responsible for neglect, damage to your booth, theft, personal bodily injury to you, your employees, your representatives, your volunteers or your guests or damage caused by inclement weather while participating in Celebrate America. This includes traveling to and from the event, pre-event setup, during the event and post-event teardown.

39. Agricultural vendors (fruits, vegetables, etc.) must file a separate application and different license requirements will apply. Please contact the State of Florida Department of Agriculture at (850) 488-3022 for details.
40. Vendors may not use or implement in any way the use of the Celebrate America logo. The logo is strictly for use by the Director only.
41. If you are a new vendor and would like to meet the director at the festival area prior to event day, please call (850) 891-3860 or (850) 443-4803 to set up an appointment. Permits will be mailed approximately 2 weeks prior to event day. Make sure your permits are placed on the dashboard of your vehicles. Otherwise, security will deny access to your assigned area.
42. *If selected, your participation as a Celebrate America food vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation.* The City of Tallahassee Parks, Recreation and Neighborhood Affairs Department (hereinafter PRNA) reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only.

Make checks, money orders and cashier's checks payable to:  
Tallahassee Friends of Our Parks Foundation (or, F.O.O.P.)

#### FOOD VENDOR APPLICATION PACKAGE CHECKLIST

Note: Applications WILL NOT be accepted without payment (including deposit – new vendors only -\$100.00 Cleaning/Damage Deposit (refundable only if your area is left clean, to include grease disposal, etc., and no property damage has occurred to the parks and common areas – to include plants, flowers, shrubs, trees, decorations, etc. - around assigned booth). Please allow 4-6 weeks for your refund. Note: Should the cleaning or damages exceed \$100.00, you will be invoiced accordingly) in full and all required documentation as outlined in the Rules & Regulations. No exceptions.

The following must be submitted with your application:

- Completed Application (faxes cannot be accepted)
  - Signed and dated Liability Disclaimer
- Entry fee in full (all checks, money orders and cashier's checks must be made payable to: Tallahassee Friends of Our Parks Foundation Inc., (or, F.O.O.P.)
  - Copy of your State Florida Resale Certificate for Sales Tax
  - NON-PROFIT ORG.: Copy of your Non-Profit Tax Exempt Certificate
- Proof of Insurance naming the City of Tallahassee as Additional Insured Certificate Holder (mandatory)
  - Photograph or sketch of booth, if requested by the Director
    - Agricultural License, if applicable

#### IMPORTANT DATES TO REMEMBER

- ◆ Festival Date: July 4, 2019 ~ 5:00 pm until after fireworks
  - ◆ Application Deadline: May 6, 2019
- ◆ \$25.00 Late Registration Fee (non-refundable) in effect after: May 6, 2019 (applications and all fees received after deadline must be paid for in cash, money order, or cashier's check – personal checks will not be accepted) (If your application is not accepted, your booth fee will be returned but not the late fee)
  - ◆ Entry Fees Non-Refundable after: May 17, 2019
  - ◆ \$50.00 Cancellation Fee in effect prior to: May 13th – Fee will be deducted from your original entry fee
- ◆ Returned Checks must be made good by: May 28. Note: \$30.00 Service Fee will be required in addition to entry fee and all fees must be paid for in cash, money order, or cashier's check
  - ◆ Refunds will not be given due to inclement weather

#### EVENT REMINDER

- ❖ All tents must have flame-retardant tags
  - ❖ Only one booth per vendor
- ❖ All vendors must have certified fire extinguishers – minimum 10BC with certified tag
  - ❖ All booths/concession trailers must have a first aid kit
- ❖ Vendors and their employees must remain within their assigned area and may not sell outside of that area. Roving to solicit business is strictly prohibited

**CONTACT INFORMATION**

Office: (850) 891-3879 Cell: (850) 509-0785 website: talgov.com

[Mario.palmentieri@talgov.com](mailto:Mario.palmentieri@talgov.com)

**Mail or hand deliver (faxes cannot be accepted) application, payment  
and required documentation to:**

**Mario Palmentieri, Special Events Supervisor  
Celebrate America  
1201 Myers Park Drive  
Tallahassee, FL 32301**

**Thank you for making the Celebrate America a part of your holiday activities!**

**All components and activities pertaining to Celebrate America are subject to change or cancellation.**

**Important Notice: Due to the Homeland Security Advisory System, all activities, events, and other Celebrate America components are subject to change or cancellation. Notification of such changes or cancellations will be submitted accordingly.**

**If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests must be made to the event coordinator seventy-two (72) hours prior to the event.**

The City of Tallahassee Parks, Recreation and Neighborhood Affairs reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only." *If selected, your participation as a Celebrate America food vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation.*

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.