

# Halloween Carnival (Vendor)

## Tuesday, October 31, 2017

*Location: Lynn Haven Sports Complex/Gymnasium 5:00 P.M. – 8:00 P.M.*

Vendor Name: \_\_\_\_\_ Tax I.D.# \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number: \_\_\_\_\_ Alt: \_\_\_\_\_

Email Address: \_\_\_\_\_

Items to be sold at event: \_\_\_\_\_

Electrical outlet needed? Yes \_\_\_ No \_\_\_ TOTAL # of Amps \_\_\_\_\_

What will you need power for? \_\_\_\_\_

\*Please bring your own set up equipment (tables, chairs, canopies, etc.) Set-up begins at 3:00 P.M. unless other arrangements have been made with the Event Coordinator. All vehicles must be unloaded by 3:45 P.M. You are responsible for collecting and reporting sales tax to the IRS (if you are tax exempt—disregard) Compliance under 212.6, f.s. – AI.037 (c), F.A.C. form No. FT-15CS.

Spaces are **limited** and are assigned on a first come, first serve basis. Rental fees are as follows:

\_\_\_\_\_ \$40.00 per 12 x 12 ft. space-NON-ELECTRIC

\_\_\_\_\_ \$55.00 per 12 x 12 ft. space-ELECTRIC

**(Only check or cash payments are accepted, thank you.)**

**Refund policy:** *We will only grant refunds if the event is a complete rain-out and is defined as “imminent weather” causing the event to be cancelled by the City of Lynn Haven. If this occurs you will be notified by staff on the day of the event. Please make checks payable to: City of Lynn Haven*

Signature of Vendor \_\_\_\_\_ Date \_\_\_\_\_

Mailing address: City of Lynn Haven/Leisure Services, 825 Ohio Ave, Lynn Haven, FL 32444

**Please remit completed vendor form & payment no later than:**

**Wed. Oct. 13, 2017**

(Please see additional page)

**Please review these additional rules:**

1. You will be notified by phone if you **are not** accepted. (Due to redundant items, services or a full venue) Payment must accompany application and will be refunded if you are not accepted to the event.
2. Please supply your valid Tax I.D. # if your items are subject to sales tax. If you are not sure, please call the Dept. of Revenue at **850-747-5687**.
3. There is **NO** exclusivity of products. We will make every effort to **limit** the amount of duplicate products.
4. **Rain Policy:** We will only grant refunds if applicable when the event is a **complete** rain-out and is defined as imminent weather causing the event to be canceled by the **City of Lynn Haven**. If this occurs you will be notified by a City of Lynn Haven staff member on the day of the event.
5. Vendors are expected to remain open during official event hours 4:30-8:30 P.M. Closing early negatively effects your neighbors and the entire venue. If for some reason you **must** leave before the event is over, you must **walk** your merchandise from the area. You may pull your vehicle into the park after 8:30 P.M.
6. If you have any further questions, please call Event Coordinator at 850-271-5547 Monday –Thursday 8:00 A.M. – 5:00 P.M. or Email-Events@cityoflynnhaven.com

**HOLD HARMLESS, INDEMNIFICATION AND INSURANCE**

*The vendor agrees that he/she will indemnify and save harmless the City of Lynn Haven from any and all liability claims, damages, losses, expenses (including attorney’s fee), proceedings and agrees that he/she will, at his/her own expense, defend and all actions, suits or proceedings which may be brought against the City in connection with the vendor. The vendor agrees that he/she will satisfy, pay and discharge any and all judgments that may be entered against the City in any such action or proceeding.*

***ATTEST:***

***VENDOR’S Signature:***

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***PRINT VENDOR NAME:***

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