



# City of Lynn Haven

Event Date: July 4, 2017 Sheffield Park 9 am – 3 pm

## 4<sup>th</sup> of July Celebration Vendor Application

**Application deadline: June 13, 2018 at 4:30 p.m.**

### Applicant Information

Name: \_\_\_\_\_  
*Last*
*First*
*Organization/Company Name*

Address: \_\_\_\_\_  
*Street Address*
*Apartment/Unit #*

\_\_\_\_\_

*City*
*State*
*ZIP Code*

Phone Number: (    ) \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_  
*You will be contacted by the email address provided regarding your application status.*

### Important Information

*This application does not guarantee you a spot in the event. You will be contacted if you have been selected to participate in the event. Spots are limited and applications are selected based on the event and on a first come first serve basis. The Event/Communication staff will have the authority as to what products may be sold and final placement of all vendors. Only those submitting all documents and completely filling out the application will be considered for a vendor spot.*

**Vendor Category (Required: Please provide a visual or menu of the products you will be selling & set up.)**

- |                                |  |                                   |
|--------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Direct Sales/Consultant | <input type="checkbox"/> Activity |
| <input type="checkbox"/> Food  | <input type="checkbox"/> Apparel                 | <input type="checkbox"/> Jewelry  |

**If you serve out of a vehicle or trailer, do you serve out of the:**

- |                              |                               |   |
|------------------------------|-------------------------------|---|
| <input type="checkbox"/> End | <input type="checkbox"/> Side | <input type="checkbox"/> Does not apply |
|------------------------------|-------------------------------|---|

**Vendor Booth Size:**

- |  |  |
|--|--|
| <input type="checkbox"/> 12 x 12 ft. (\$100) | <input type="checkbox"/> 24 x 12 ft. (\$200) |
| <input type="checkbox"/> 18 x 12 ft. (\$150) |  |

**There will NOT be any electricity provided at the event. You will need to provide your own source of electricity if needed. Please sign below to acknowledge your understanding.**

**X** \_\_\_\_\_

**We accept cash, check, and all major credit cards except AMEX. (\$3 surcharge to run credit cards.)**

**Text LHEVENTS to 84483 to receive Events notifications from City of Lynn Haven.  
(i.e. when vendor forms become available and event dates become available.)**

**How did you hear about this Event?**

- Newspaper
- Facebook
- Friends/Family
- Radio
- Twitter
- City Website
- Other \_\_\_\_\_

**Please initial each line:**

1. \_\_\_\_ Application deadline is due by June 13, 2018. If you are approved you will receive a confirmation email by June 20, 2018. Your payment **MUST** be turned in on or before June 29, 2018 by 4:30 p.m., regardless of form of delivery.
2. \_\_\_\_ There will be no special requests for location of your booth space unless you have a medical or health condition.
3. \_\_\_\_ Vendors are responsible for collecting sales tax (state plus applicable local discretionary sales surtax) on each taxable transaction. For more information please visit [http://dor.myflorida.com/dor/taxes/sales\\_tax.html](http://dor.myflorida.com/dor/taxes/sales_tax.html).
4. \_\_\_\_ There is **NO** exclusivity of products.
5. \_\_\_\_ **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.
6. \_\_\_\_ Vendors are expected to remain open during official event hours. Closing early negatively affects 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.
7. \_\_\_\_ Vendors are responsible for providing their own equipment for set up and equipment to run during the event (tables, chairs, canopies, electricity, water, etc.)
8. \_\_\_\_ Please be prepared to **secure your pop-up tent and/or set up items** in case of windy or inclement weather.
9. \_\_\_\_ You will be assigned a time and space to set up for the event. If you do not show up on time, you will lose your space. No refund will be issued.
10. \_\_\_\_ Vendors who have been approved may only sell the items that were listed on the application and approved.
11. \_\_\_\_ Please make checks payable to: City of Lynn Haven. To mail vendor form, please mail to: City of Lynn Haven, Attn: Communications/Special Events, 825 Ohio Avenue, Lynn Haven, FL 32444. **Do not submit money with application form, refunds will take 2-3 weeks.**

**For additional information, please contact the Event/Communications staff at 850-265-2121, Monday–Friday 7:30 a.m. – 4:30 p.m. or [Communications@cityoflynnhaven.com](mailto:Communications@cityoflynnhaven.com).**

