



**Vendor Booth Size:**

- 12 x 12 ft. (\$50)                       24 x 12 ft. (\$100)

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.)**

Payment will not be collected at time of submitting your application. You will need to be approved before you can submit payment.

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**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 October 17, 2018 at 4:30 p.m. If you are approved you will receive a confirmation email by October 18, 2018. Your payment MUST be turned in on or before October 24, 2018 by 4:30 p.m., regardless of form of delivery.
2. \_\_\_\_ You will receive a confirmation email or phone call when your application has been received. **If you do not get a call or email within a week of submitting your application please follow up to be sure we have received it.** If you show up the day of the event and we have not received your application you will not be able to participate. It is your responsibility to make sure the application has been received.
3. \_\_\_\_ There will be no special requests for location of your booth space unless you have a medical or health condition.
4. \_\_\_\_ Please **do not** show up before the arrival time given on the day of the event. Your event space will not be marked until this arrival time and you will be asked to wait until this time. If for some reason, you need more time than the allotted set up time, please speak with a Marketing and Communication Specialist at least two days in advance. Also please do not just choose an unmarked space and start setting up, you will be asked to move to your correct space.
5. \_\_\_\_ 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).
6. \_\_\_\_ There is **NO** exclusivity of products.

7. \_\_\_\_ **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.
8. \_\_\_\_ 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.
9. \_\_\_\_ Vendors are responsible for providing their own equipment for set up and equipment to run during the event (tables, chairs, canopies, electricity, water, etc.)
10. \_\_\_\_ Please be prepared to **secure your pop-up tent and/or set up items** in case of windy or inclement weather.
11. \_\_\_\_ 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.
12. \_\_\_\_ Vendors who have been approved may only sell the items that were listed on the application and approved.
13. \_\_\_\_ 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.** Applications can be dropped off at 825 Ohio Avenue, Lynn Haven FL 32444.

**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). Please provide description or list of items being sold in the below field (along with an attached photo of your display):**

# **HOLD HARMLESS, INDEMNIFICATION AND INSURANCE**

The vendor agrees that he/she will indemnify and save harmless the City of Lynn Haven and all employees 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.

Vendor Signature:

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PRINT NAME:

DATE:

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