



City of Lynn Haven

November 19, 2022
9AM-3PM
Sharon Sheffield Park
901 Ohio Ave.,
Lynn Haven, FL 32444

Winter Wonderland Vendor Application 2022

APPLICATION DEADLINE: OCTOBER 28, 2022 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 Needed:

- | | |
|---|--|
| <input type="checkbox"/> 12 x 12 ft. (\$50) | <input type="checkbox"/> 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.)

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 28th, 2022. If you are approved you will receive a confirmation email by November 8th. Your payment MUST be turned in on or before November 11th, 2022 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.
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, 817 Ohio Avenue, Lynn Haven, FL 32444. **Do not submit money with application form, refunds will take 2-3 weeks.**

For additional information, please contact Marketing & Communications Team at 850.248.0482 or 850.265.2121, Monday–Friday 7:30 a.m. – 4:30 p.m. or email us at 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:

PRINT NAME:

DATE:

