

How did you hear about this Event?

- Newspaper
- Facebook
- Friends/Family
- Radio
- Twitter
- City Website
- Other _____

Please initial each line:

1. ____ Application is due March 10, 2023 at 4:30 p.m. If you are approved, you will receive a confirmation email or phone call. Your payment MUST be turned in on or before the Wednesday before the requested date of participation 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 on 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. If for some reason, you need more time than the allotted set-up time, please speak with a Marketing and Communications team member at least two days in advance.
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, please notify a Marketing & Communications team member immediately.
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 payment with your application form. Refunds will take 2-3 weeks. Applications can be dropped off in-person at the Service Center located at 817 Ohio Avenue, Lynn Haven FL 32444 or emailed to communications@cityoflynnhaven.com.**

For additional information, please contact Marketing & Communications staff at 850-248-0483, Monday–Friday 7:30 a.m. – 4:30 p.m. or Communications@cityoflynnhaven.com. Please provide description or list of items being sold in the below field (along with an attached photo of your display):

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.

Signature: X _____

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:

