



The City of Palm Bay's Recreation Department

Presents the City's Annual

Independence Day Celebration



Friday, July 5, 2024

Food Vendor Registration Form

No Registrations Accepted After Wednesday, June 26, 2024

Register at:

- ★ Email Form to Daniel.Waite@pbfl.org; Brianna.Douglas@pbfl.org
- ★ Once approved; you will be contacted for payment which can be done online or at one of our centers

Contact Information

Business Name _____

Contact Name _____

Phone _____ Email _____

Mailing Address _____

City _____ State _____ Zip Code _____

Billing Information ☐ *Check here if billing and contact info are the same*

Name for Billing Account _____

Phone _____ Email _____

Mailing Address _____

City _____ State _____ Zip Code _____

Vehicle Information

Size of Vehicle _____ X _____ Size of Space Needed _____ X _____

Additional Information _____

State license, insurance, and yearly PBFD inspection are required to participate.

**Food Vendor
fee is \$175.**

Florida Department of Health will be on-site for an inspection. Event is on state property.

Payments accepted at the Tony Rosa Community Center, 1502 Port Malabar Blvd. NE, (321) 952-3443.

QUESTIONS? Call Daniel Waite at 321-726-2760 or email Daniel.Waite@PBFL.org



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Event Description:

- 2024 City of Palm Bay Independence Day Celebration
- Eastern Florida State College Palm Bay Campus - 250 Community College Pkwy, Palm Bay, 32909
- 5 PM to 9 PM - Fireworks begin at 9:15 PM
- Free admission to the public. Live band, entertainment, kids' zone, food trucks, vendors, and FIREWORKS!

Information and Requirements: (Please read carefully)

- Vendor fee is \$175.
 - Fee is payable by cash, money order or credit card
- Vendor Registration deadline is Monday, June 26, 2024
- Registration is first come, first served
- Applications must be pre-approved for this event. Palm Bay Recreation reserves the right to refuse any vendor application.
- Vendor must read and sign the attached waiver. Please fill out Vendor Registration Form completely.
- Vendors must provide a copy of their current Florida business license.
- Vendors must be current with yearly PBFDD inspection and comply with all state, county and city codes.
- Vendors will also be required to provide the city with a certificate of liability insurance with \$1,000,000 of personal/adv injury and \$2,000,000 general aggregate. Eastern Florida State College must be listed on the policy in the bottom left corner as a certificate holder with their address:

Eastern Florida State College
250 Community College Pkwy. SE
Palm Bay, FL 32909

- Additional description must read: "City of Palm Bay Recreation / Eastern Florida State College are added as additional insured with respect to General Liability via form."
- All fees for the event are non-refundable, unless event is cancelled by the City of Palm Bay.
- Vendors cannot request a space location. Locations will be determined by the Recreation staff.
- **Vendor set-up time is between 2 PM and 4 PM.**
- All food vendors MUST be set up in their assigned location, with vehicles moved to the proper parking location, no later than 4:45 PM. No refunds will be issued if you arrive late. Support vehicles must be parked in the parking area only.
- Vendors must stay open until 9 PM.
- Vendors can begin packing up after 9 PM, but for safety purposes, no vendor will be permitted to drive their vehicle on the fairgrounds until the fireworks have concluded and confirmation has been given by Recreation personnel that it is safe to drive in the area. However, vendors are free to walk their equipment to their vehicle during the fireworks.
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. remove all debris such as boxes and trash.

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Liability Waiver

The Vendor shall defend, save, and hold harmless Palm Bay Recreation, the City of Palm Bay, their respective officers, agents, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability, or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or any other loss or injury whatsoever or not specifically described herein, whether past, present, or future. Booths are not insured by Palm Bay Recreation, the City of Palm Bay, or any sponsoring agents. Vendors must make provisions for safeguarding their goods. Vendor assumes full liability for protecting, care and maintenance of vendor's property.

Authorized Signature: _____ Date: _____

For office use only:

Amount Paid: _____ Receipt #: _____ Date: _____ Staff: _____

Copy of insurance: Yes No Copy of Business License: Yes No