



The City of Palm Bay's Recreation Department

Presents the City's Annual

Independence Day Celebration



Friday, July 5, 2024

Non-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

Business/Organization Type	Vendor Fee
Commercial Organization	\$75
Non-Profit Organization	\$50

Contact Information

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 _____

Booth Information

Number of 10' x 10' spaces requested _____

Do you need electricity from city? Yes ____ (If yes, please sign attached electrical waiver) No ____

Description of products/services _____

Type of Booth (Please Circle One):

Business/Commercial

Arts & Crafts

Non-Profit

QUESTIONS? Call Daniel Waite at (321) 726-2760 or email at 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 for each 10' x 10' space:
 - Commercial Organizations: \$75
 - Non-Profit Organizations : \$50
- Vendor Registration deadline is Wednesday, June 26, 2024. (Deadline with professional tent is June 15)
- 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 may 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/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.
- Electricity is available. Water is NOT available.
- Vendor must provide their own table, tent, chairs, extension cords, tent weights (**Min. 25 lbs per tent leg**), etc.
- 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 vendors MUST be set up in their assigned location, with vehicles moved to the proper parking location, no later than 4 PM. No refunds will be issued if you arrive late.
- 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.
- This event occurs rain or shine. Be prepared for wind, rain, and-or extreme heat.

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Liability Waiver

The Vendor shall defend, save, and hold harmless Palm Bay Recreation, the City of Palm Bay, Eastern Florida State College, 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: _____

Proof of insurance attached: Yes No Space number(s): _____