



# 2017 POLK CITY ANNUAL CHRISTMAS PARADE

## VENDOR APPLICATION

**\$20.00 Fee for Participation – No Exceptions**

Date: Saturday, December 2, 2017  
 Set up Time: Must be set up by 1:00 p.m.  
 Event Time: 3:00 p.m. – 6:00 p.m.  
 Rain Date: No rain date. No refunds due to weather conditions.  
 Application Deadline: Monday, November 13, 2017  
 Event Location: Freedom Park • 7750 Berkley Road • Polk City, FL 33868

**\*\*\*\*\*NO DOGS PERMITTED INSIDE FREEDOM PARK\*\*\*\*\***

Business/Organization Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number(s) \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

If you have a concession trailer: Length: \_\_\_\_\_ Height: \_\_\_\_\_

**REQUIRED** - Describe product and display (Food vendors must list all food items; see Special Events Policy - Item # 1):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electric is available and granted only with approval from the City. Confirmation required.

Power: ( ) YES ( ) NO If **YES**, how much voltage needed? \_\_\_\_\_

### Waiver of Liability

I have read and understand the Vendor rules and regulations (attached) and agree to comply with all of the rules and regulations described & supplement to vendor rules and regulations. The applicant also agrees to hold harmless Polk City, their agents and employees from and against all claims, demands, losses and/or damages of any kind of description resulting from injury to persons, death or property damages arising from the applicant participation in the Polk City Christmas Parade event at Freedom Park.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

For questions or additional information contact Sheandolen Dunn at 863-984-1375 x 238 or by email - Sheandolen.dunn@mypolkcity.org

Payment Method: \$20.00 fee per 10' x 10' space  
Cash, Money Order, or Check payable to: Polk City

### Mail, Fax or Hand Deliver Applications To:

Polk City Government Center

**Attn: Sheandolen Dunn**

123 Broadway Blvd SE

Polk City, FL 33868

Fax: 863-984-2334 **(space is not reserved until payment is received)**



## VENDOR RULES AND REGULATIONS

*"FREEDOM PARK"*

7750 Berkley Road  
Polk City, Florida 33868

Due to economic conditions, any event put on by Polk City must be self sustaining. Therefore, a twenty dollar (\$20.00) fee will be charged per space.

Polk City shall provide vendors with a designated space the day of the event, and the location shall be at the sole discretion of said staff. Each space shall be approximately 10'x 10' or as otherwise negotiated between Polk City staff and the vendor. You may purchase more than one space. There is a limit on space availability, so get your application in as soon as you can.

All City sponsored events are family-oriented. We will not permit Vendors to sell items that are vulgar, offensive or that goes against family values.

Vendors shall be responsible for display materials, including tables, canopies, chairs, power cords, umbrellas, tents, etc. You may slowly bring your vehicle into the park at 11:00 a.m. to unload your vendor items. Then you must immediately park your vehicle outside of the park. Due to safety reasons, **No Vehicles are allowed inside the Park**. No exceptions. After 1:00 p.m., you may want to bring a hand truck if you need to carry something into the park.

Polk City and/or volunteers will not be responsible for loss or damage to any property. Accordingly, each vendor shall take all necessary precautions to protect valuables.

Vendors **MUST** keep their designated area clean and provide trash bags for your vending materials. At the close of the event, all garbage must be taken to the dumpster.

At the completion of the event, all concessions must be moved out of the area. Units shall not be left overnight.

**Only Vendors who cancel before Monday, November 13, 2017 are entitled to a refund.** Event will continue up until the scheduled time or until there is no more public participation. Vendors are not permitted to leave prior to 6:00 p.m. unless granted permission by the event coordinator.

**No dogs or any type of animal will be permitted inside Freedom Park before or after the event.**

Polk City reserves the right to reject any business that, at the sole discretion of the City, is deemed to be inappropriate for the event.

The undersigned agrees that he/she has read and understood the rules and regulations & supplement vendor rules and regulations of the event and shall comply with all the rules & regulations & supplement to vendor rules and regulations described. The undersigned understands noncompliance will result in removal of the activity from the park. The undersigned also agrees to indemnify and holds harmless Polk City, staff and/or volunteers of any/all liabilities. \_\_\_\_\_ (please initial).

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SIGNATURE

DATE

PRINT NAME



# Polk City Special Events Policy

## Policy No. 1

Amended 5/9/2011

### Supplement to Vendor Rules and Regulations FREEDOM PARK - VENDORS

1. Once a FOOD vendor has registered, paid and has been approved to sell, the same item(s) for sale may not be duplicated by another vendor. The City has the authority to stop any vendor from selling any item and noncompliance will result in removal of the activity from the park. Items to be sold are on a first come first serve basis once the event is advertised.
2. Only upon approval by the City may certain items other than food be duplicated for sale. Request for sale of such items will be reviewed and the City will make the final determination.
3. All items must be new or unused. Old and used items are sold only at the Residential City Wide Yard Sale Event.
4. Each vendor must purchase their own space. You cannot share your space with another vendor.
5. Water from the spigot may be used for clean up purposes only.

**Any changes made to the initial application once approved must be approved again by contacting the City prior to the event or the vendor will not be permitted to sell such item.**

**Polk City reserves the right to reject any item/person/business/vendor without reason and has the right to cancel any event/activity for any reason.**