



2025 POLK CITY CENTENNIAL CELEBRATION VENDOR APPLICATION

Date: Saturday, April 12, 2025
Set up Time: **Must be set up by 9:30 am**
Time: 10:00 am – 7:00 p.m.
Rain Date: No rain date due to weather conditions.
Application Deadline: **Thursday Jan 30, 2025**
Place: **Sprayfield, SR 33 Polk City, FL 33868**

NO DOGS PERMITTED INSIDE

Business/Organization Name: _____
Contact Person: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
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):

Vendors must be self sustained to participate.

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 the City of 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 information contact Chasity Guinn at 863-874-4808.

APPLICATIONS: Fax to: 863-984-1984

Mail Applications or Hand Deliver to:

City of Polk City
Administration Building
Attn: Chasity Guinn
123 Broadway Blvd SE
Polk City, Florida 33868



VENDOR RULES AND REGULATIONS

Due to economic conditions, any event put on by the City of Polk City must be self sustaining.

The City of 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. 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 by 9:30 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 9:30a.m., you may want to bring a hand truck if you need to carry something into the park.

The City of 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, March 1, 2025, are entitled to a refund. The event will continue up until the scheduled time or until there is no more public participation. Vendors are not permitted to leave prior to 7:00 p.m. unless granted permission by the event coordinator.

No dogs or any type of animal will be permitted inside the event.

The City of 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 indemnity and holds harmless the City of Polk City, staff and/or volunteers of any/all liabilities. _____ (please initial).

SIGNATURE

DATE

PRINT NAME

City of Polk City Special Events Policy

Policy No. 1

Amended 5/9/2011

Supplement to Vendor Rules and Regulations

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.
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.

The City of 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.