



SUNSET CELEBRATION

VENDOR GUIDELINES

DESCRIPTION OF EVENT

- Town of Lake Park Sunset Celebration
- Last Friday of Each Month
- 6:00 pm – 9:00 pm
- Kelsey Park (601 Federal Highway, Lake Park, FL 33403)

APPLICATION SUBMISSION

- All vendors must fill out and sign a Sunset Celebration Vendor Application.
- First time vendors must include a photo of their set up.
- Please submit completed applications to:
Town of Lake Park Special Events Department
535 Park Avenue, Lake Park, FL 33403
Email: specialevents@lakeparkflorida.gov

FEES / PAYMENTS

- FOOD - \$50.00 PER EVENT
- ARTS/CRAFTS - \$20.00 PER EVENT
- NON-PROFITS – FREE (One Organization Per Event)
- All fees are non-refundable and must be paid in full prior to occupying booth space.
- All payments and supporting documentation must be received before the vendor application will be processed.
- Acceptable forms of payment include cash, check, debit card, credit card or electronic check.
- All debit card, credit card and electronic check payments will be assessed a 3.95% or \$5.00 processing fee (whichever is greater.)
- Payments can be made in person at Town Hall (535 Park Avenue, Lake Park) or online at www.lakeparkflorida.gov/government/departments/finance-department by selecting all other online payments. For invoice number please use “Sunset- Business Name”
- Checks must be made payable to the “Town of Lake Park” and dated before the application deadline.

VENDOR GUIDELINES

- All vendor applications, fees and supporting documents are due 10 days before the event.
- Vendor space is limited, registration is first come, first served.
- Applications must be pre-approved for this event. The Town of Lake Park’s Special Events Department reserves the right to refuse any vendor application.
- No food, beverage or item of any kind may be sold unless it is listed on the Sunset Celebration Vendor Application.
- The Town has the right to reject or require the removal of any objectionable items and/or vendors for any reason whatsoever.
- Listing of items is required to ensure product exclusivity including food and/or beverages.
- A representative from Palm Beach County Fire Rescue will inspect each vendor space prior to each event. Please make sure that all equipment meets the minimum code requirements.

INSURANCE AND LICENSES

- Vendors are solely responsible for maintaining their compliance with relevant state, local and federal health regulations, codes, licenses and insurance.
- Vendors must provide a valid copy of their business license and are required to maintain a general liability insurance policy with a minimum coverage of \$1 million per occurrence and \$2 million general aggregate.
- Vendors must provide current certificates of insurance (i.e. date issued not more than 30 days prior to the date of the event) naming the Town of Lake Park as the Certificate Holder and Additional Insured.

**Town of Lake Park
535 Park Avenue
Lake Park, FL 33403**

- Food trucks must provide a copy of their Palm Beach County Business Tax Receipt, Auto Liability Coverage and Palm Beach County Fire Safety Inspection Report (see below).
- Per the Fire Marshal, all food trucks that produce a **grease laden vapor, use gas tanks, or have a suppression system** are required to provide a current fire safety inspection report conducted by Palm Beach County Fire Rescue. The report is considered expired one year after the inspection has been conducted.

Please contact (561) 233-0050 to schedule your inspection if you have not had a fire safety inspection or if yours has expired.

The food truck will have to be brought to the inspection site located at 2300 N Jog Rd, WPB FL 33411 and the cost of the inspection is \$110.

VENDOR SPACE/ASSIGNMENT

- All vendors are required to have a 10X10 tent to use in their booth space.
- Vendors cannot request space locations. Vendor locations will be determined by the Special Events Department.
- Electricity will not be provided. Vendors who need electricity will be required to provide their own external power source.
- Vendors are responsible for leaving their assigned space in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.

SET UP/ BREAKDOWN

- Set-up will be for three (3) hours prior to start time on the day of the event.
- Vendors are not permitted to breakdown until the event ends, unless otherwise permitted by the authorized employee of The Town of Lake Park.
- Vendor shall be responsible for providing all equipment and supplies required to operate its space on the Lake Park site, including carts to carry items to and from vehicles, ice, tables, chairs, tents, signage, presentation/display materials, extension cords, etc.
- Vendors must be ready and operational for this event from the start time to the ending time of this event.

VENDOR PARKING

- Vendors must park in the designated vendor parking area only. Vendors are not permitted to park in the public spaces during the event hours. Vendors violating these parking rules may be towed at their own expense or banned from being a vendor at the event.

CANCELLATION

- The Town of Lake Park will contact the vendor to notify it of event cancellation by 3:00 pm on the date of the event if it is found that there is a 70 percent chance of severe thunderstorms including lightning, high winds, or continuous rain in the area in which the event is to be held. Such cancellation shall result in no cost to the Town.
- If for an unforeseen circumstances a vendor must cancel its attendance at an event, the vendor must notify the event organizer no later than noon on the day of the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. A “no-show” vendor will result in exclusion of that vendor from participation in future events.

**For more information please call the
Town of Lake Park Special Events Department at 561-840-0160 or
email specialevents@lakeparkflorida.gov or visit www.lakeparkflorida.gov.**