

# 3<sup>rd</sup> Annual Eatonville 5K Run & Walk



Saturday, October 8<sup>th</sup>, 2016

# 3<sup>rd</sup> Annual Eatonville 5K Run & Walk Registration Vendor's

Vendor application must be submitted no later than Monday, October 3<sup>rd</sup>, 2016. Applications received after the deadline require a \$10.00 late fee. Applications submitted must be postmarked prior to October 3<sup>rd</sup>, 2016 to be considered an on-time submission.

## Vendor's General Information, Guidelines and Restrictions

- 1     **DATE & TIME:** Saturday, October 8<sup>th</sup>, 2016, 8 am - 10 am.
- 2     **LOCATION:** Hungerford Field, 100 East Kennedy Boulevard, Eatonville, FL 32751
- 3     **DEADLINE:** **Application deadline is October 3<sup>rd</sup>, 2016.** Late applications may be accepted if space permits. To qualify for the Early Bird registration fee your application must be postmarked or received no later than 5pm on **July 29<sup>th</sup>, 2016.**
- 4     **REQUIREMENTS:** All participants must complete and submit the **3<sup>rd</sup> Annual Eatonville 5K Run & Walk Registration Vendor's Application.** Food vendors must provide a menu of all food items to be sold. Once your menu has been approved, you cannot sell anything that is not on your menu. An event official will inspect your sale items for final approval. There will be two parking spaces reserved for each vendor. **TOWN OF EATONVILLE:** (1) Vendors must pass Fire Department inspection. (2) Vendors using cooking oils must have a (K) extinguisher with a current certified inspection tag. (3) Eatonville's Fire Marshall will inspect and issue a Seal of Approval to approved vendor. This Seal of Approval must be displayed during the entire event. The Fire Marshall reserves the right to decline vending rights for failure of inspection. **ORANGE COUNTY:** (1) Non-licensed food vendors will be required to obtain a temporary license from the Department of Business and Professional Regulation in the amount of \$91.00 money order or cashier's checks only. (2) Orange County Representatives will be on site Saturday, October 8<sup>th</sup>, 2016 to issue license and collect fees. Tax Exempt or Non-Profit organizations must submit their exemption certificate with the registration application. Collection of sales tax and permits are the responsibility of the vendor.
- 5     **RESTRICTIONS:** No alcohol or controlled substances will be allowed. Law Enforcement Officers will be present. Book and music vendors must include a sampling catalog and/or list of items to be sold. Music must be kept at a level so as not to disturb other vendors. **ANIMALS ARE PROHIBITED FROM THE VENDING AREA.** Subletting or Leasing of vending space is not allowed.
- 6     **EXHIBIT SPACE:** Fee covers 10' X 10' vending space, trash container, grease disposal and one vending day. Payments can be made online through Paypal or make checks and money orders payable to the Positive Flow Foundation. Participants must provide their own tables and table covering. Your set-up must fit within your allocated space. Food vendors must have oil and/or grease containers. Gas cylinders must be secured. Please visit us at [www.Eatonville5KRun.com](http://www.Eatonville5KRun.com) or on Facebook <https://www.facebook.com/events/481282928702269/> for more information. Applications can be emailed to [Baruti.A@PositiveFlowFoundation.com](mailto:Baruti.A@PositiveFlowFoundation.com) or mailed to The Eatonville 5K Run Walk Committee, 550 East Kennedy Boulevard, Eatonville, FL 32751.
- 7     **SET UP:** Vendor set-up times are 6:30 am – 7:30 am. A map identifying your lot will be available at [www.Eatonville5KRun.com](http://www.Eatonville5KRun.com). This information will be mailed or emailed upon request.
- 8     **TAKE DOWN:** Participants understand they cannot begin to break down their set-up until 10:00 am unless approved by Mr. Baruti Abdallah-Nosakhere, Event Coordinator.
- 9     **QUESTIONS:** Please call Baruti Abdallah-Nosakhere at 1 (407) 227-1708 or email him at [Baruti.A@PositiveFlowFoundation.com](mailto:Baruti.A@PositiveFlowFoundation.com).

# 3<sup>rd</sup> Annual Eatonville 5K Run & Walk Registration Vendor's Application

Please email or send your completed application to the address below:

Email: Baruti\_A@PositiveFlowFoundation.com

Mail: 550 East Kennedy Boulevard  
Eatonville, FL 32751



For more information regarding the 3<sup>rd</sup> Annual Eatonville 5K Run & Walk please contact, Mr. Baruti Abdallah-Nosakhere, Event Coordinator, at 1(407) 227-1708 or by email at [Baruti\\_A@PositiveFlowFoundation.com](mailto:Baruti_A@PositiveFlowFoundation.com).

Company Name (Name you want printed on your booth sign):

Point Of Contact:

Street Address:

City:

State:

Zip:

Email Address:

Business Phone:

Cell Phone:

Web Site:

Select One:

Business  Non-Profit  Government Agency

As a Retail and/or Food vendor I intend to sell my product(s):

Yes, I intend to sell.  No, I do not intend to sell.

Listed below are the services, products and food items I will present, display and/or sell.

## 2<sup>nd</sup> Annual Eatonville 5K Vendor Registration Application Fees

\$25.00  Early Bird Fee. \$45.00  Vendor Fee. \$55.00  Late Registration Fee. \$10.00  PF Club Membership Fee.

Identify all that applies:  Food Vendor  Service Provider  Retail Vendor.  I am a member of the PFF Club.

The vending area is 10' X 10'. Please identify your vending status.

Do you have a current State Business License:  Yes.  No. If yes, submit a copy with your application.

Non-licensed vendors will pay \$91.00 fee for temporary license

Number of Exhibit spaces needed:  1  2  3

Hot Food

Cold Food

Mobile Concession

Arts & Crafts

Non-Profit

Clean Up Fee

Late Fee

+6.5% sales tax to all fees.

All vendor applications must be reviewed and approved by the event coordinator. All vendors will pay a \$50.00 Refundable Clean-Up Fee. All applicants will be notified of approval once signed agreement and payments are received.

### Official Use Only

Date Payment Rcvd

Check Cash M.O.

Total Amount

Website: [www.Eatonville5KRun.com](http://www.Eatonville5KRun.com)

Website: [www.PositiveFlowFoundation.com](http://www.PositiveFlowFoundation.com)

Positive Flow Foundation EIN 26-2841857

### Vendor's Registration Agreement

I agree to abide by the policies, rules and regulations established by the 3<sup>rd</sup> Annual Eatonville 5K Run Walk Committee; the Positive Flow Foundation; state, county and local enforcement codes, and I do agree that if at any time during the 3<sup>rd</sup> Annual Eatonville 5K Run & Walk we are not in compliance that I will take down my booth and leave the premises forfeiting all fees.

**DISCLAIMER:** I, the undersigned, agree by signing this form, to indemnify and hold harmless the Eatonville 5K Run Walk Committee; the Positive Flow Foundation and the Town of Eatonville, it's officials, officers, advisors, employees and volunteers from any and all claims, actions, causes of action, loss, damage, injury, liability, cost or expense, including without limitation attorney's fees arising out of, resulting from, or occasioned by participation in any activity associated with the 3<sup>rd</sup> Annual Eatonville 5K Run & Walk.

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only:*

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Accepted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Exhibit Space: # \_\_\_\_\_