



Back to School Bash 2017

JOE CELESTIN CENTER
1525 NW 135th Street, North Miami, FL, 33167
10 AM - 1 PM

BOOTH VENDOR APPLICATION

Vendor Name _____

Describe type of food/craft/informational/business

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Information: Cell () _____ Work () _____

E-Mail _____

REQUIRED DOCUMENTS:

- **Application Deadline: Monday, August 7, 2017 at 5 PM**
- Payments-credit cards & cash accepted in the Parks & Recreation office, 12300 NE 8 Avenue, North Miami, FL 33161
 - Checks (only if prior to 15 business days)
 - Money orders
- Menu with full pricing for all items
- **MUST BRING IF** State of Florida Food service license for MFDV units (Mobile Food Dispensing Vehicles)
- **MUST BRING** State of Florida Business License or identification number

Visit www.northmiamifl.gov/celebrate today for the City's programs, events and links!

- Arrival as of 8:30 AM on event day (carts will not be provided for unloading and loading)
- Set-up must be completed by 9:00 AM and clean-up must be completed by 1:15 PM
- Copy of State of Florida Driver's License (bring original)

Additional information will be sent upon receipt of your application.

Please select one



<p>SPACE ONLY Fee: \$0 For space at the event Vendor is self sufficient Electrical outlets for two units provided- ELECTRICAL CORDS ARE NOT PROVIDED-bring your own please</p>	<p>SPACE + TABLE+ CHAIRS Fee: \$10 For vendor space, 1 table, and 2 chairs 1 Tablecloth Electrical outlets for two units provided- ELECTRICAL CORDS ARE NOT PROVIDED-bring your own please</p>
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***If you need additional space, power (for generator rental), or other please email to request.

We suggest to our vendors to make a contribution/sponsorship to assist with the back to school items that can be added to the book bag distribution i.e. pencils, erasers, sharpeners, folders, rulers, pencil cases or cash donations are accepted.

REQUIRED VENDOR EXPECTATIONS AT EVENT:

- Booth/table signage or banner.
- Transportation means to and from your vehicle to your booth. (We recommend a small wagon or cart).
- Identifiable business or agency shirt/uniform.
- Staff that can speak either Spanish and/or Creole.
- Fire Safety Code requires a portable fire extinguisher
- Food booths are required to use
 - gloves when handling food
 - hair restraints
 - clean outer garments & aprons
- All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing
- Must remove all garbage and rubbish from your area
- Any cooked waste and/or liquids must be removed from premises and not poured into any city drains
- Water bottles(16oz) must be sold at \$1
- All vendors MUST provide their own FABRIC TABLECLOTHS and décor for their booth
- Menu and pricing MUST be clearly marked for the public

Print Name: _____ Signature: _____ Date: _____

Email to: Fabiola Jean-Baptiste, Special Event Coordinator Assistant at fjbaptiste@northmiamifl.gov for questions, please call at 305-895-9840, ext. 12609

OFFICE USE ONLY:

State Issued Florida Driver’s License Number: _____ Payment Form: _____
 Business ID Number: _____
 Staff Name: _____ Date: _____