



HISPANIC HERITAGE MONTH

Celebrating the Latino Culture

LA GRAN FIESTA 2017

MOCA PLAZA
770 NE 125 STREET, North Miami, FL 33161
OCTOBER 7, 2017
7:00 PM - 10 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: Wednesday, September 27, 2017 at 5 PM**
- Payments-credit cards & cash accepted in the Parks & Recreation office, 12300 NE 8 Avenue, North Miami, FL 33161
 - Business 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 3:30 PM on event day (carts will not be provided for unloading and loading)
- Set-up must be completed by 6:15 PM and clean-up must be completed by 11:00 PM
- Copy of State of Florida Driver's License (bring original)

Additional information will be sent upon receipt of your application.

Please select one

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| <input type="checkbox"/> FOOD VENDOR Fee: \$175 For vendor space, 1 tables, 2 chairs, and 1 (10X10) tent Electrical outlets for two units provided- <u>NO ELECTRICAL CORDS ARE PROVIDED-bring your own please</u> | <input type="checkbox"/> CRAFT OR NON-FOOD Fee: \$150 For vendor space, 1 table, 2 chairs, and 1 (10x 10) tent Electrical outlets for two units provided- <u>NO ELECTRICAL CORDS ARE PROVIDED-bring your own please</u> |
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***If you need additional space, power (for generator rental), or other please email to request.

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 Spanish
- All vendors MUST provide their own FABRIC TABLECLOTHS and décor for their booth
- Secure all items on the table with adhesive
- Vendors must clean-up their area and dispose of their trash after event.
- Oil must be removed and NOT poured on grass or grates on ground (Subject to Fine).
- Have a great time!

Print Name: _____ Signature: _____ Date: _____

Email to: Andrea Ramos, Special Event Coordinator or Fabiola Jean-Baptiste, Special Event Coordinator Assistant at aramos@northmiamifl.gov / fjbaptiste@northmiamifl.gov

For questions, please call at 305-895-9840, ext. 12605/12609 respectively.

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|---|---------------------|
| OFFICE USE ONLY: | |
| State Issued Florida Driver's License Number: _____ | Payment Form: _____ |
| Business ID Number: _____ | Date: _____ |
| Staff Name: _____ | |