



**PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT**  
 2700 6<sup>TH</sup> AVENUE SOUTH, LAKE WORTH, FL 33461

## Vendor/ Exhibitor Application Process

Palm Beach County Parks and Recreation Department has sole discretion when choosing food and merchandise vendors or education exhibitors. The vendors and exhibitors must meet all Palm Beach County requirements to become an approved special event vendor/exhibitor. Vendors and exhibitors must submit a signed application to the Palm Beach County Parks and Recreation Department for review and approval. Once approved, vendors may only operate their service at the approved location in Glades Pioneer Park on Saturday, February 25, 2017 (during event times). The request must be approved and signed by the Department designee prior to set up. Once approved, a Special Event Vendor Certificate will be issued, to be displayed on site.

**REQUIREMENTS:**

Forms to be submitted:

1. Application- which includes contact information and a list of products or services to be offered and a description of exhibits (page 2).
2. Indemnification waiver- required for all participants (page 2).
3. Certificate of insurance (see below for requirements).

**Application requirements based on vendor/exhibitor type**

Type	Application	Waiver	\$1,000,000 General Liability	\$100,000/ \$300,000 Auto (if operating a vehicle or trailer during event)	Product Insurance
Food vendor	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Other vendors selling or advertising products or services (For profit or Not-for- profit)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Educational Exhibitor (For profit or Not-for- profit)	<b>X</b>	<b>X</b>	NR	NR	NR

NR=Not required

\*\*Government agencies requesting a waiver must contact the County vendor liaison.



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**VENDOR /EXHIBITOR APPLICATION**

All requests for vendor operations and exhibitors must be submitted to the County for approval. Approved vendors will receive a Certificate allowing them to operate during the County event.

(Please type or print ALL information clearly when completing the form)

**VENDOR/EXHIBITOR INFORMATION**

Selling/promoting food, services, or merchandise

Educational Exhibitor

(Legal Business Name of Firm/DBA)		(Individual Contacts Name)	
(Street Address)		(City)	(State) (Zip Code)
(Business Phone)	(Cell Phone)	(Fax)	(Email)
Items to be provided as giveaways for the public (if applicable):			
Items to be sold (if applicable):			

**Type of Organization:**  Individual/Sole Proprietor  Non-Profit  Partnership  Corporation

**Insurance:** Please submit a copy of your insurance certificate with application. Vendors selling anything must include product liability coverage. See back for information on insurance requirements for each organization type.

- Palm Beach County Board of County Commissioners listed as certificate holder
- Palm Beach County Board of County Commissioners listed as additionally insured

**INDEMNIFICATION**

**Vendor Indemnification Waiver**

I, \_\_\_\_\_ in consideration for myself to participate in the Glades Family Fun Fest event sponsored by Palm Beach County Parks and Recreation Department, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my participation in this program. I have read the above and understand it and hereby agree that I will not hold Palm Beach County liable for any injuries that may occur as a result of my participation in the activities provided at this event.

\_\_\_\_\_  
Signature of Vendor/Exhibitor/Presenter

\_\_\_\_\_  
Print Name of Vendor/Exhibitor/Presenter