

## **WARNINGS**

**Vendors are absolutely not allowed to sell, distribute or give away beverages (commercial or homemade). Once again, only the promoter can sell water, beer, sodas, snow cones etc.**

**Vendors who violate this rule will be immediately evicted from the venue by Security/Broward County Sheriff's Office.**

### **FIRE REGULATIONS:**

All cooking equipment shall be isolated from the public by at least 6 feet with a barrier between the equipment and the public.

### **LIABILITY:**

The City of Lauderdale Lakes and the Coalition shall not be liable for any loss or damage to the Vendor's property, his/her employees, agents, patrons or guests, arising from any cause or for any reason whatsoever in about, during, and/or because of this event.

### **OTHER:**

- Post your Health Certificate. If it is not posted, you may be fined \$40.00 by the health official.
- Each vendor must have a fire extinguisher. If one is not in your booth, you may be fined \$40.00.
- Vendors shall provide facilities for employees for hand washing. This may consist of a pan, soap, and water and single-use towels.
- All food handlers shall wear gloves whenever handling food items.

I have carefully read and fully understand the requirements listed above and I will follow the requirements/guidelines as listed above and in the **"TERMS" FOR FOOD VENDOR PARTICIPATION**.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## **TERMS OF VENDOR PARTICIPATION**

(PLEASE NOTE: VENDOR BOOTHS WILL NOT BE SOLD ON THE DAY OF THE FESTIVAL)

### **LOCATION:**

The Unifest festival will be held in Lauderdale Lakes at Vincent Torres Park located at 4331 N.W. 36<sup>th</sup> Street.

**HOURS OF SET-UP: 6 AM – 10 AM ONLY**

## **HOURS AND PROCEDURE FOR SET-UP:**

Vendors may begin setting up at 6:00 a.m. **absolutely no vendor vehicles will be allowed on the festival grounds after 10:00 a.m.** **PLEASE INITIAL YOUR UNDERSTANDING \_\_\_\_\_**

**All equipment and food products shall be walked to vendor booth after 10:00 a.m.**

Any vendor who has not arrived by 9:30 a.m. will be considered “**NO SHOW**”, your booth space will be reassigned and your booth fee will be forfeited.

## **BOOTH SPACES:**

Booth spaces are 10 feet wide by 10 feet deep. Any vendor who needs more space, must purchase an additional 10 x 10 space, **NO EXCEPTIONS.**

## **REFUNDS:**

**No refund will be given within a month of the event.**

## **DEADLINE:**

## **PAYMENT OF FEE:**

**Total payment must accompany application. Application/payment must be made by MAY 1<sup>st</sup>, 2015**

## **PRODUCT AND PRICES:**

**Each Vendor must list on the application form the items he/she proposes to sell and the cost of each item.** Please be specific when listing menu items. For example, if you are serving barbeque, please state if it is shredded barbeque beef sandwiches or Kaiser Roll or barbeque pork ribs served as a dinner with coleslaw and baked beans.

**Festival Coordinators reserve the right to limit food vendors.**

The festival will not use a ticket system and will not request a percentage of vendor sales. Vendors should only accept cash for their products.

## **MENU SIGNS:**

Menus signs must be prominently displayed and contain a description of items offered with their prices indicated. Signs must be neat and legible.

## **DECORATION OF VENDOR BOOTH:**

The appearance of vendor booths is very important to the festival atmosphere, therefore, all decorations must be in good taste and total skirting of tables and booths is recommended. **Booths MUST have a Caribbean theme.**

## **NOISE-MAKING DEVICES:**

Vendors should not use noise-making devices or public systems in or about his/her allocated space without permission from the Sponsor.

## **VENDOR SPACE:**

Spaces will be assigned on a “First Come, First Served Basis”. Permits will be issued and must be displayed.

**NOTE: WE ARE REQUESTING THAT EACH FOOD VENDOR DONATE A TRAY OR TWO OF FOOD TO HELP FEED OUR VOLUNTEERS. THE TYPE OF FOOD BEING DONATED AND THE QUANTITY MUST BE DECLARED TO US AT THE FOOD VENDORS WORKSHOP.**

Thank you for lending a helping hand.

## Department of Business & Professional Regulation

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Date:	To:	Event:
Fax No:	Sender: Robert Shaw, Special Event Coordinator	
Direct Phone: (954) 735-7689	Direct Fax: (954) 735-7689	Number of Pages:

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### **Temporary Event Vendor Requirements**

This list below is not a complete list of requirements but it does include the most critical requirements for a food or beverage vendor. Most other violations can be handled at the time of inspection.

#### **Items to be Provided:**

- \_\_\_\_\_ Provide a proper fire extinguisher with a current state inspection tag:
  - \_\_\_\_\_ a "2A10BC" size or larger (vendors who have heating devices or electric).
  - \_\_\_\_\_ a "40BC" size or larger (vendors with deep fat fryers) or 3A40BC.
- \_\_\_\_\_ Provide a hand wash station:
  - \_\_\_\_\_ container of water with an on/off valve.
  - \_\_\_\_\_ a bucket of sufficient depth to catch waste water.
  - \_\_\_\_\_ soap and paper towels.
- \_\_\_\_\_ Provide gloves for ready to eat foods or hand sanitizer and handling procedure.
- \_\_\_\_\_ Provide a dishwashing station:
  - \_\_\_\_\_ 3 compartment sink preferred, or if limited to foods: 3 bus pans or buckets.
  - \_\_\_\_\_ a way to make hot water (example: a stove or a coffee maker).
  - \_\_\_\_\_ bleach, soap and a test kit.
- \_\_\_\_\_ Provide food grade hoses and an anti-back flow valve (a check valve).
- \_\_\_\_\_ Provide extra utensils. \_\_\_\_\_ Wash all vegetables and fruit prior to prepping/service.
- \_\_\_\_\_ Provide adequate means to maintain food at safe temperatures (example: coolers with ice pack, and chafing dishes). 41°F or below, 140°F or above.
- \_\_\_\_\_ Secure the propane tanks at least six feet from the cooking appliance.
- \_\_\_\_\_ Provide method to protect food on display (covers, plastic wrap, sneeze guards...).
- \_\_\_\_\_ Provide proof of source for food that was prepared elsewhere (example: a grocery, a restaurant, or school cafeteria).
- \_\_\_\_\_ Provide overhead protection (fire rated tent).
- \_\_\_\_\_ Keep all food prep under tent (except cooking equipment required by fire inspector to be out from under tent, which must be monitored or covered).
- \_\_\_\_\_ Provide flooring if on dirt or other dust producing surface.
- \_\_\_\_\_ Provide container to hold wastewater until it can be properly disposed.
- \_\_\_\_\_ Provide screening or air curtain at events over three days.
- \_\_\_\_\_ Provide license fee and complete application. In-State checks or money orders only.
  - Events up to 3 days \_\_\_\_\_ \$85.00. 4 days to 30 days \_\_\_\_\_ \$105.00.
- \_\_\_\_\_ Provide copy of State Restaurant License.
- \_\_\_\_\_ Provide a probe thermometer (0°F to 220°F).

**Failure to comply could result in not being allowed to operate.**

### **Division of Hotels and Restaurants**

1700 NW 64 St., Suite 600, Fort Lauderdale, Florida 33309-1801  
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