

# Heritage Day Festival 2020: One Vision, One Charge, One Community



## VENDOR INFORMATION SHEET

Dear Community Partner:

Thank you for your interest in participating in the First Missionary Baptist Church (FMBC) **26<sup>th</sup> Annual Unity in Our Community: Heritage Day Festival** event scheduled for **Saturday, February 15, 2020** at **Lake Maude Park**, located at **1790 - 7th St NE, Winter Haven, FL 33881**. This day of community engagement and celebration of African American traditions and family values is sure to be a memorable event for your organization/business! This event is FREE to the entire community.

Setup time for this year's festivities will begin at 6:00 a.m. and end by 9:00 a.m. Vendors must be present during the above established set-up time. Vendors who arrive after this time will not be permitted to set up for the event. The event will start promptly at 10:00 a.m. sharp and end at approximately 5:00 pm. The event will include an array of delicious food vendors, music, entertainment, fun-filled activities, and information for families!

Again, we are so happy to have your participation in this year's event! Please share information about this year's Heritage Day Festival with your family, friends, and on your social media outlets.

***THE LAST DAY TO REGISTER AS A VENDOR IS MONDAY, FEBRUARY 10, 2020!***

### VENDOR FEE:

1. Vendor fees are non-refundable.
2. All vendors must complete a Vendor Registration Form (below or online).
3. There is \$50 vendor fee for each allotted space (10' x 15') in this year's event. If you require more than one vendor space, each additional space is \$50 (e.g., two (2) spaces is \$100; three (3) is \$150).
4. **IMPORTANT:** Food trucks, large trailers, oversized grills, needing more than one space:
  - a. Space is limited for oversized vendors and is available on a first-come-first-served basis. Complete and submit your application and payment immediately.
  - b. Food trucks or oversized trailers and grills **MUST** purchase two (2) or more vendor spaces and are still subject to the rules governing all other food vendors.
  - c. We cannot emphasize this strongly enough so plan accordingly because failure to purchase the correct amount of vendor space means you will not be allowed to complete your full setup.
  - d. Please note on this form if you **ARE** a truck and special event parking will be made available to you.

### VENDOR SET UP/CLEAN UP:

1. **No vendor, except FMBC personnel, may sell bottled water.**
2. **Booth setup:**
  - a. Setup will take place on Saturday, February 15 between 6:00–9:00 am
  - b. After 9:00 am, all vehicles/carts must be removed from the loading/unloading area and relocated to the designated parking areas.

- c. Vendors arriving after 9:00 am will NOT be allowed to set up for the event or receive a refund.
- d. Booth site designation is determined by Heritage Day staff. NO alteration to the site map placements of the Heritage Day festivities will be tolerated unless authorized by Heritage Day personnel.
- e. Volunteers will assist vendors with site location/mapping.
- f. Vehicles are prohibited from entering the grassy area at the park. Vendors should bring a cart, wagon, or other means to assist with loading and unloading items, if needed.

**3. Food Vendors:**

- a. Any cooking equipment that produces sparks or grease-laden vapors must be kept a safe distance (i.e., a minimum of 20 feet) from any combustibles, tents, inflatables, etc. Said equipment is NOT allowed on grassy areas or near the performance stage.
- b. Food vendors must have appropriate fire extinguishers and other safety supplies.
- c. Due to space constraints, food vendors will NOT be allowed to park their personal vehicles alongside their booth space(s).

**4. Booth Tents, Electricity, Trash:**

- a. Vendors must bring their own tents, tables, chairs, and power sources, such as generators/propane. NO electrical sources will be provided.
- b. For tents or any other setup that requires anchoring, stakes or holes are NOT permitted to be put in the ground to protect the irrigation system.
- c. It is your responsibility to securely anchor your booth, sandbags, or other non-intrusive materials, as the wind and weather can be severe.
- d. NO X-rated merchandise, drug paraphernalia, or items depicting violence will be permitted.
- e. Remove all booth/vendor trash in your designated area(s), both during and at the end of the event.

- 5. **Property Loss/Damage:** Reasonable efforts will be made to protect the vendor booths and their contents. However, neither First Missionary Baptist Church nor The City of Winter Haven will assume responsibility or liability for loss or damage to property.

**ALCOHOLIC BEVERAGES:**

Consumption of alcoholic beverages on any part of the premises—during Heritage Day Festival event hours—is strictly prohibited. If a vendor or his/her crew violates this rule, that vendor will be barred from participating in future Heritage Day Festivals and FMBC-related events and will immediately be asked to leave the event.

**WATER: Vendors are prohibited from selling water at the Heritage Day Festival! Only FMBC vendor may sell bottled water.**

## 2020 HERITAGE DAY FESTIVAL—VENDOR REGISTRATION FORM



The preferred method of completing your application process is on-line at [www.FMBCWH.com](http://www.FMBCWH.com). Once the form is completed on the website, you will be redirected to [www.Eventbrite.com](http://www.Eventbrite.com) to complete the purchase of your vendor space(s).

If you are unable to complete the application online, please complete the information requested below and return this form along with your vendor fee to 1899 Second Street N.W., Winter Haven, Florida 33881, by **February 10, 2020** during FBMC office hours (M-Th 8:30am-4pm).

If you have any questions and/or concerns, contact our office at 863-294-6553.

Please also post this event on your company website and social media outlets and spread the word to family and friends. Let's work together to continue to promote Unity in Our Community.

### *Complete ALL Fields*

Business Name:

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Contact Person:

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Contact Number:

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Alternate Contact Number:

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E-Mail Address:

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Website:

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Street Address:

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CITY/STATE/ZIP:

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## 2020 HERITAGE DAY FESTIVAL VENDOR REGISTRATION FORM



Services/Product Provided: (Check all that apply)

- Seafood
  - BBQ
  - Burgers, Fries, Fried Chicken, Hotdogs, Sausage Sandwiches
  - Other hot food items: Please be specific \_\_\_\_\_
  - Other food items that do not require on-location cooking
  - Beverages (**water may only be sold by FMBC**)
  - Baked goods
  - Clothing, bags, t-shirts
  - Jewelry and other accessories
  - Beauty products
  - Informational items
  - Other: Please be specific \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Do you plan on bringing a generator? YES \_\_\_ NO \_\_\_

Any special accommodations needed? YES \_\_\_ NO \_\_\_

If YES, please specify:

I understand that booth placement is based on a first come, first-served basis. Vendors are not guaranteed the same spot as the one they may have been provided prior year(s). Vendor applications are not considered complete until both the required paperwork is complete and full payment is rendered. Please note: Paparazzi Jewelry vendors must contact the FMBC office at 863-294-6553 prior to paying the vendor fee to ensure that another Paparazzi Jewelry Consultant has not already completed the full vendor application process. No refunds are allowed.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>FOR HERITAGE DAY STAFF ONLY</b>
Date Received: _____
Vendor Booth Number: _____
Category: _____