

September 28, 2010

Dear Business Owner/Operator and/or Potential Service Clubs and Vendors:

The Town of Davie Community Redevelopment Agency will be sponsoring a block party, **“HERE’S FOR THE PARTY”** in Downtown Davie with a FREE Gretchen Wilson concert on Saturday, November 6, 2010 in conjunction with the Southeastern Circuit Final Rodeo which will be held November 4, 5 and 6, 2010. The block party, **“HERE’S FOR THE PARTY”** will be held at the corner of Davie Road and Orange Drive with festivities beginning at Noon and continuing until 6:00 p.m. just prior to the rodeo.

A planning meeting has been scheduled for Davie Road Business Owners and Operators along with the various service clubs and vendors who are interested in participating. The first meeting will be held on Monday, October 4, 2010 at 5:30 p.m. in the Community Room at Town Hall located at 6591 Orange Drive, Davie, Florida 33314.

Attached is an application which outlines the various costs associated with participating in the event. Space is limited.

If you would like to participate, please complete the attached application and bring it with you on October 4, 2010. Your application must be received no later than October 15, 2010.

Should you have any additional questions, please feel free to contact me or my assistant Cheryl at (954) 797-1232.

Sincerely,

Will Allen
Redevelopment Administrator

The Town of Davie Community Redevelopment Agency

Presents

“Here’s For The Party In Downtown Davie”

November 6, 2010 from Noon until 6:00 p.m.

Country Super Star Gretchen Wilson

Will Be Performing On

November 6, 2010 @ 4:00 PM

In Conjunction With The

Southeastern Circuit Final Rodeo

November 4, 5 and 6, 2010

APPLICATION FOR RETAIL AND SERVICE VENDORS

The Town of Davie Community Redevelopment Agency is sponsoring a BLOCK PARTY on Saturday, November 6, 2010, from noon to 6:00 p.m. at the corner of Davie Road and Orange Drive. The CRA is sponsoring this event as a cost-effective means of promoting your business. The Town of Davie CRA encourages Davie Road owners and operators to participate in the day’s events by dressing up your business to welcome people to the area and as a way to invite them to visit your business. We are encouraging business to hold a side walk sale and we are also offering the Davie Road business owners/operators a chance to participate on site the day of the festival. If you are interested in participating, please complete the application below. Space is limited.

Exhibitor Name(s):

Business Name(s):

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Work Number:

Fax Number:

Email Address:

Website:

Category of Product or Service and Fee Schedule: **BOOTH SPACE FEE IS NON REFUNDABLE AT ANY TIME.**
Exhibitors are responsible for collecting and paying the 6% Florida sales tax.

____ Art, Glass (\$100)

____ Art, Wood (\$100)

____ Art, Photography (\$100)

____ Art, Mixed Media (\$100)

____ Art, Paintings (\$100)

____ Art, Sculpture (\$100)

____ Small Business (-10 emp.) (\$100)

____ Non-Profit 501-C3 Youth Organization (*\$100)

____ Other, Specify: _____

____ Art, Pottery/Ceramics (\$100)

____ Jewelry and Accessories (\$100)

____ Health and Fitness (\$100)

____ Clothing (\$100)

____ Books and Records (\$100)

____ Furniture and Décor (\$100)

____ Large Business (+10 emp.) (\$100)

____ Food Vendors (Call for pricing)

Description of Product or Service:

Initial: _____

Please attach a photo web site link, or sample of your product.

Please describe the type of vehicle you will be using (e.g.: car, pickup truck, van, car with trailer, etc.)

SET UP, BREAK DOWN, AND CLEAN UP - Set up begins at 9:00 a.m. and must be completed by 10:45 a.m. Break down begins at 6:00 p.m. ABSOLUTELY NO EARLY set ups or breakdowns allowed. Vendors are responsible for ALL garbage removal from their space. Trash must be disposed of at the designated dumpster. Vehicles are not allowed in the park, except to unload and loan supplies and equipment. Please be courteous to your fellow vendors when loading and unloading. Vendor parking and a parking pass will be provided. NO VEHICLES will be allowed on the grounds for set up purposes beginning 1 hour prior to when the Festival begins nor will any cars be permitted on the grounds before closing time, unless specified differently on your confirmation.

DISPLAY and PRESENTATION – The Town of Davie CRA reserves the right to control the look and visual impact of the festival site. Each vendor must provide their own 10x10 canopy, chairs if needed and tables for their display. Vendors are responsible for creating a professional and visually attractive presentation. The Town of Davie CRA reserves the right to request improvements to displays if necessary, or to relocate booths.

SECURITY – Security will be supplied during the event only. PLEASE DO NOT leave any valuables unattended. Any and all items left are at the owner’s risk.

CANCELLATION POLICY – The Town of Davie CRA “BLOCK PARTY” will be held rain or shine. There will be no refunds.

VENDOR ATTENDANCE – All Vendors who have reserved space and are unable to attend the “Block Party” celebration MUST advise the Town of Davie CRA by 5:00 p.m. on November 5, 2010.

VENDOR DISCLAIMER – Submission of application does not imply or guarantee participation into the Town of Davie CRA “Block Party on November 6, 2010”. Once applications are turned in, vendors will be reviewed and contacted shortly thereafter. Vendors will be selected based on quality and appropriateness of services provided.

Initial: _____

VENDOR/EXHIBITOR RULES & REGULATIONS, TERMS & CONDITIONS

1. Vendors must provide a menu or link to a web site representing the items they intend to sell.
2. Vendor slots will be assigned on a **FIRST-COME, FIRST SERVED** basis. No substitutions allowed.
3. Vendor fees are **NON-REFUNDABLE**. The Vendor Fee for Downtown Businesses located in the CRA area will be waived.
4. Festival will take place **RAIN or SHINE**. There are no rain dates or refunds due to inclement weather. Outside displays should be covered with a 10x10 canopy.
5. Vendors are responsible for bringing and providing all equipment and/or supplies necessary to conduct business at the “Block Party”. The Town of Davie CRA does not loan, rent or in any way supply vendors with additional equipment.
6. Vendors/Exhibitors must supply their own 10 x 10 canopy top, tables, table coverings, chairs, etc., needed for their display. Along with any and all supplies needed for their display. All boxes and other materials must be kept out of sight. All litter and debris must be cleaned from booth area and disposed of properly before leaving. **NO ELECTRIC** will be provided. All booth tables **MUST BE COVERED**.
7. All vendors must display professional signage at each selling space identifying the business name. Signage must remain within the limits of the vendor selling space.
8. All vendor activities must be confined to allotted space. Contiguous slots are available at an additional charge.
9. Games of chance are not allowed.
10. The sale, use or possession of alcohol is not allowed. The only exception to this is for designated beverage vendors approved by the Town of Davie CRA.
11. Livestock sales are not allowed.
12. Vendors are responsible for collection of their own sales tax.
13. Each vendor is responsible for his/her booth and all items in it.
14. No set up will be allowed prior to 9:00 a.m. on November 6, 2010. **NO** material may be left the night before the event or after the event.
15. Booths must be ready to open by 11:00 a.m. and remain open until 6:00 p.m.
16. Food items and beverages **CANNOT** be sold or given away by a non-food vendors unless written permission is provided by the Town of Davie CRA.
17. Smoking is not permitted in vendor booths.
18. Vendors must comply with the rules and regulations of the Town of Davie CRA. Management or promoters reserve the right to remove any exhibitor for any cause felt to be in poor taste or for not complying with the rules of the event at any time. **NO REFUNDS WILL BE ISSUED!**
19. Rules may be subject to change without advance notice.
20. The Town of Davie CRA staff reserves the right to assign, limit the quantity of or relocate space(s) rented by a vendor. The sharing or subletting of booths is not permitted. If you feel your situation warrants special consideration, please discuss it with the Town of Davie CRA prior to committing to the “BLOCK PARTY”.
21. Please indicate on your application if you would like to perform a scheduled product or service demonstration at no additional cost. Time is limited to 10 minutes or less and is on a **FIRST COME, FIRST SERVED BASIS**. If you would like to make an announcement regarding your business, please provide a copy of your advertisement you would like to have read on the day of the event.

Initial: _____

22. Food vendors must submit a certificate of insurance with their application evidencing Commercial General Liability Insurance in an amount of not less than \$1,000,000 each occurrence. The Davie CRA and the Town of Davie shall be shown as an additional insureds. Vendors who sell or distribute alcohol must also submit a certificate of insurance evidencing Liquor Liability insurance in an amount not less than \$1,000,000 each occurrence. The Davie CRA and the Town of Davie CRA shall be shown as additional insureds. A copy of a valid liquor license must be provided to the Davie CRA 15 days in advance. No set up will be allowed prior to 9:00 a.m. on November 6, 2010. NO CARS will be allowed on the grounds for set up purpose beginning 1 hour prior to when the festival begins, nor will any cars be permitted on the grounds before closing time, unless specified differently on your confirmation. No material may be left the night before the event or after the event. All booths must be ready to open by 11:00 a.m. and remain open until 6:00 p.m.

Signature

Date

Initial: _____

RELEASE: VENDORS FOR TOWN OF DAVIE CRA 2010 BLOCK PARTY (“PROGRAM”)

The undersigned, in consideration of the Town of Davie CRA providing us with space for the display and sale of our various products, goods, and other valuable wares, do hereby release and forever discharge the Town of Davie Community Redevelopment Agency, (“Davie CRA”) and the Town of Davie and any of their officers, directors, employees, agents and volunteers (collectively “Releasees”) from any and all liabilities, claims, actions, damages, costs or expenses, whatsoever, including attorneys fees, which I may have against Releasees arising out of or in any way connected with my participation in this program, including but not limited to damages, injuries or death caused by the negligent act or omission, or willful or wanton misconduct, of Releasees. I understand that NO REFUNDS will be issued at any time, for any reason and I agree to follow all rules as outlined in this application.

Further, I hereby agree to release, indemnify and hold harmless the Davie CRA and the Town of Davie and any of their officers, directors, employees, agents and volunteers against all claims resulting from participation in this program. I have attached a signed and initialed copy of the Town of Davie CRA 2010 BLOCK PARTY Regulations indicating that I agree to abide by the rules and Regulations. Furthermore, I understand that any violation of these rules or hazards to the public will cause immediate revocation of my ability to be a vendor at the Town of Davie CRA 2010 BLOCK PARTY celebration. I agree to sell only those products approved by the Town of Davie CRA staff.

Print Name:

Signature

Date

RETURN COMPLETED APPLICATION AND YOUR CHECK – RETAIL/SERVICE VENDOR FEE PAYABLE TO THE TOWN OF DAVIE CRA:

**Town of Davie CRA
3921 SW 47th Avenue, Suite 1008
Davie, FL 33314**

Initial: _____