



City of Sanford Martin Luther King, Jr. Celebration

Vendor Guidelines

(Please read carefully before completing the application)

It is our goal to provide the community with the best merchandise, service and business experience during this celebration. In order to accomplish this, we have established the following vendor guidelines:

1. LOCATION: Fort Mellon Park, East First Street, Downtown Sanford
2. Monday, January 19, 2009. Set up time is 7:00A.M. to 10:00A.M.. (please make sure that your vehicle is out of the park by 10am) All tables and special equipment will be the responsibility of the vendor. None of these items will be provided by any of the participating committees.
3. Vendors are required to wear their identification tags and/or permits at all times. (ID Tags and/or City Permits will be given out during the set up time).
4. **City ordinance prohibits alcohol beverages or illegal drugs in the park.**
5. The City of Sanford Martin Luther King, Jr. Steering Committee reserves the right to limit the number of any items to be sold.
6. Vendor spaces are 10' x 10' in size. If more space is needed, please consider purchasing more than 1 vendor space.
7. **Fire Extinguishers:** Each vendor cooking with grease or using frying vats and griddles are required to have a **K-rated** fire extinguisher. Each Vendor cooking with wood or charcoal must have a **3A10BC** fire extinguisher.
8. **Glass containers are not allowed** (i.e., beverages must be in an aluminum can or a plastic bottle).
9. You must complete and return the attached **Application** and **Hold Harmless agreement**.
10. **Product Liability Insurance** is required for sale or distribution of any products (i.e. food, beverages, fireworks and souvenirs) at the event. Each vendor (an entity in the business of making a profit) must provide proof of a minimum of **\$1,000,000 Products Liability Insurance** and must name the **City of Sanford as Additional Insured.**
11. **Worker's Compensation Insurance**, in accordance with Florida State Statutes, will be required and afford protection to, any City of Sanford off duty employees hired by the event holder/sponsor to work the event.

For further information or clarification, please contact:
Cynthia Butler @ (407)314-6375 or Jacqueline Mitchell @ (407)320-6158
Bernard Mitchell (407)322-5212 (Daytime)
For Insurance Questions please contact Fred Fosson @ (407)688-5133