



Palm Beach Multicultural Organization Inc.  
7525 Briar Cliff Circle,  
Lake Worth Florida, 33467

**CRAFT VENDOR FORM AND AGREEMENT**

(Please Print)

PBMOI  
7525 Briar Cliff Circle  
LAKE WORTH, FLORIDA 33467  
561-309-0620 /561-439-5916  
pbmoi@hotmail.com

Cost: \$300.00 /10x10 (Must be approved)

COMPANY/ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS:  
(Full Street Address)

\_\_\_\_\_  
\_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

Spaces are 10 x 10. Each space is \$300.00 plus sales taxes of (7%). Cart \$300.00 plus sale tax unless NONPROFIT must have proper documentation, and must be enclosed with application.

**Note:** Space assignment for approved applicants accepted by PBMOI will be determined by the order in the order in which they have been received. No space assignment will be made without **full payment** and approval for your insurance requirement.

**Photo of booth, tent or product must be submitted prior to the event date.**

**BOOTH REQUIREMENT:** Booth fee is for a 10'x10' space and cart fee is for 6'x6' space only. Vendor must supply approved tent, lights, table, and chairs or optional rental package is available at an additional cost. Electricity is included for lighting **ONLY**, but vendor must supply their own lights (florescent/energy efficient) and extension cords (a minimum number 12 gauge/25ft.) for hook-up.

Contact us if you wish to bring a quiet generator.

Please use line below to list any special request:

\_\_\_\_\_  
\_\_\_\_\_

(Must be completed for processing: only items listed here will be permitted for sale):

Indicate 3 items in order of preference:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

It is understood and agreed that Vendors, its agents and/or assigns shall indemnify, hold harmless and defend Palm Beach Multicultural Organization Inc, PBMOI, its partners, corporate sponsors, and designated location from all liability for loss, damage, or injury to any person or property in any manner arising out of or incident to this Vendor Agreement or the performance of its terms and provisions. Vendor shall be solely responsible for securing, at his/her

sole cost, workers compensation insurance, disability benefits insurance and any other insurance as may be required by law. PBMOI may change the Palm Beach Carnival Venue, if necessary. PBMOI shall retain the sole rights for the sale of beer, wine and all alcoholic and non-alcoholic beverages on the premises. PBMOI, its designated security personnel or the Palm Beach Police Department shall have the authority to remove any Vendor from the Premises for unauthorized sale of alcoholic or non-alcoholic beverages. This application shall not be processed without full payment for the designated space(s). It is further understood and agreed that the space(s) listed above may not be available at the time of purchase and the undersigned shall accept the space(s) designated by PBMOI Vending Committee. No space(s) may be subleased at any time during the event. The undersigned has read and understood the above and agrees to adhere to the guidelines as stipulated here and on the reverse side of this application.

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Print Name

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Signature

**PALM BEACH MULTICULTURAL ORGANIZATION INC**

**VENDOR GUIDELINES**

PBMOI reserves the right to remove any vendor from the festival site for violation of any of the established guidelines on this Application Form. The vendor shall not be compensated for the occurrence of any such action.

PBMOI shall retain the sole rights for the sale of beer, alcoholic and non-alcoholic beverages on the Premises.

Vendors shall be allowed to sell at the carnival from 11:00 a.m. to 10:30 p.m. Proper space should be requested when application form is submitted. Vendor shall be held liable for any submitted errors.

Each individual vendor shall be responsible for collection, reporting and payment of the six and one-half percent (6.5%) Florida Sales Tax for the sale of any items on the days of the events. Payments must be made in the amount of \$75 (craft vendors) payable to the Florida Department of Revenue (Money Order or Cashier's Check).

NO AMPLIFIERS or SPEAKERS shall be permitted other than those scheduled by PBMOI.

PBMOI shall allow ONLY ITEMS LISTED on your Application Form and accepted for sale by PBMOI to be sold on the premises.

SET-UP will be from 9:00 a.m. until 11:00 a.m. The festival gates will open at 12:00 noon. Vendors MUST be in place by 9:00 a.m. to avoid unnecessary delays and/or confusion. NO VENDOR WILL BE ALLOWED ON TO THE PREMISES AFTER 11:00 a.m. The Vending Area must be cleared in the evening by 10:30 p.m. All Vendors must clear their respective areas and must provide their own plastic bags and garbage clean-up in their immediate surroundings. Grease and Oil by products of cooking must not be discarded on the premises.

It is the Vendor's responsibility to provide TENTS (10 x 10) and lighting for designated spaces. If necessary PBMOI will provide both tents and lighting at an additional cost to the vendor. Vendors must provide their own materials (chairs, tables, decorations, etc.) Vendors MUST provide their own GENERATORS and ELECTRIC CORDS for electricity. WATER will be available on the Premises. However, vendors are also advised to bring their own containers of water.

Cooking Vendors must possess, at a minimum, a 2A-10BC FIRE EXTINGUISHER in their Vending area. (NO EXCEPTIONS.)

PBMOI shall provide an Ice Truck on the Premises for the sale of ICE.

The State of Florida Department of Business and Professional Regulation require a temporary food service permit. The cost is \$91.00, payable by MONEY ORDER to the DBPR-Division of Hotels & Restaurants. This permit must be purchased prior to the event. Inspectors will be on the premises, checking for Permits, before the event opens. Please call (850) 487-1395 if you have any questions on this Permit.

NO REFUNDS WILL BE MADE AFTER THE DEADLINE WHICH IS 2 WEEKS AFTER THE CARNIVAL. NO SPACE IS GUARANTEED UNTIL THE FULL AMOUNT IS PAID. FULL PAYMENT MUST BE RECEIVED 2 WEEKS PRIOR TO THE CARNIVAL OR PAY A LATE REGISTRATION FEE.

All Vendors will be notified as to the readiness of all vendor passes, parking permits etc. for entrance to event premises. Craft vendors will be given a limit of two person entrance passes only. There will be parking provided. Food vendors will be given a limit of three entrance passes. Passes must be available upon request of any committee member or affiliates of PBMOI.

The manufacture, sale or distribution of unauthorized Compact Discs, CD-Rs, DVDs or Cassettes is prohibited. Anyone who engages in these activities may be subject to criminal/civil prosecution and can be removed from the Venue.

NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED FOR VENDING SPACE. CASHIER'S CHECKS OR MONEY ORDERS ONLY

PBMOI, the State of Florida Department of Business and Professional Regulation, the Palm Beach Police Department, Palm Beach Fire & Rescue, the City of Palm Beach and their agents and/or assigns, reserve the right to inspect the designated vending area(s) for violations of any of the above provisions.

\_\_\_\_\_  
(Signature of Vendor)

\_\_\_\_\_  
(Date)

## **APPLICATION CHECKLIST:**

*Please use this checklist to help get prepared for event day. Happy Vending!*

- Completed Vendor Application including signed vendor rules and regulations.
- Photo of your booth/merchandise
- Full payment for applicable booth fee/tent rental by deadline
- Completed menu and price list, only items on this list will be allowed

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed application packages can be mailed to the address below. In addition, all checks must be made payable to:

PBMOI

7525 Briar Cliff Circle,

Lake Worth Florida, 33467

561-309-0620 /561-439-5916

Email to: [pbmoi@hotmail.com](mailto:pbmoi@hotmail.com)

For more information, visit us at [www.westpalmbeachcarnival.com](http://www.westpalmbeachcarnival.com) or Facebook@  
WestPalmBeachCarnival