

**“ Looking for Vendors ”  
Polk City Safe Haven Halloween Event**



2013 safe Haven Halloween Event

Saturday, October 26, 2013

New Time : 12:00 p.m. – 4:00 p.m.

**“ Welcome ” all vendors to participate in the 2013 Polk City safe Haven Halloween Event on Saturday, October 26, 2013 at Freedom Park. A 10' X 10' vendor's space is \$20.00. Free children's costume contest, popcorn, bouncy house, candy and games. Fun for the whole family. Application deadline is October 17, 2013. Contact Sheandolen at the Polk City Admin. Building at 863-984-1375 ext. 238 for vendor application and more details.**



**2013 POLK CITY SAFE HAVEN HALLOWEEN EVENT**  
**VENDOR APPLICATION**  
**\$20.00 Fee for Participation – No Exceptions**

Date: **Saturday, October 26, 2013**  
Set up Time: 9:30 a.m. – 11:00 a.m.  
Start Time: 12:00 p.m. – 4:00 p.m.  
Rain Date: No rain date. No refunds due to weather conditions  
Application Deadline: **Thursday, October 17, 2013**  
Place: Freedom Park, 7750 Berkley Road, Polk City, FL 33868

**NEW EVENT HOURS: 12:00 P.M. TO 4:00 P.M.**

***NO ANIMALS PERMITTED INSIDE FREEDOM PARK !!!***

Business/Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Describe product and display (required):

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

Electricity is available and granted only with the approval from the City. Confirmation required.  
Power: ( ) YES ( ) NO If **YES**, how much voltage needed? \_\_\_\_\_

**Waiver of Liability**

I have read and understand the Vendor Rules and Regulations (attached) and agree to comply with all of the rules and regulations described & supplement to vendor rules and regulations. The applicant also agrees to hold harmless the City of Polk City, their agents and employees from and against all claims, demands, losses and/or damages of any kind of description resulting from injury to persons, death or property damages arising from the applicant participation in the Polk City Safe Haven Halloween Event.

\_\_\_\_\_  
Signature Date Printed Name

***For questions or information contact Sheandolen Dunn at 863-984-1375 ext. 228.***

**APPLICATIONS:** Fax to: 863-984-2334 (space not reserved until payment received)

**Mail Applications To:**  
City of Polk City  
Attn: Sheandolen Dunn  
123 Broadway Blvd., S.E.  
Polk City, FL 33868

**Hand Deliver To:**  
Administration Building  
Attn: Sheandolen Dunn  
123 Broadway Blvd., S.E.  
Polk City, FL 33868



## VENDOR RULES AND REGULATIONS

### **"FREEDOM PARK"**

**7750 Berkley Road  
Polk City, FL 33868**

**Due to economic conditions, any event put on by the City of Polk City must be self sustaining. Therefore, a twenty dollar (\$20.00) fee will be charged per space (10' x 10').**

The City of Polk City shall provide vendors with a designated space the day of the event, and the location shall be at the sole discretion of said staff. Each space shall be approximately 10'x 10' or as otherwise negotiated between Polk City staff and the vendor. You may purchase more than one space. There is a limit on space availability, so get your application in as soon as possible.

All City sponsored events are family-oriented. We will not permit vendors to sell items that are vulgar, offensive or that goes against family values.

Vendors shall be responsible for display materials, including tables, canopies, chairs, power cords, umbrellas, tents, etc. You may slowly bring your vehicle into the park at 9:30 a.m. to unload your vendor items. Then you must immediately park your vehicle outside of the park. Due to safety reasons, **No Vehicles are allowed inside the Park.** No exceptions. After 11:00 a.m., you may want to bring a hand truck if you need to carry something into the park.

The City of Polk City and/or volunteers will not be responsible for loss or damage to any property. Accordingly, each vendor shall take all necessary precautions to protect valuables.

Vendors **MUST** keep their designated area clean and provide trash bags for vending materials. At the close of the event, all garbage must be taken to the dumpster.

At the completion of the event, all concessions must be moved out of the area. Units shall not be left overnight.

**Only Vendors who cancel before Monday, October 15, 2013 are entitled to a refund.** Event will continue up until the scheduled time. Vendors are not permitted to leave prior to 4:00 p.m. unless granted permission by the event coordinator.

**No dogs or any type of animal will be permitted inside Freedom Park before, during, or after the event. No generators are permitted in Freedom Park.**

The City of Polk City reserves the right to reject any business that is deemed to be inappropriate for the event.

The undersigned agrees that he/she has read and understood the rules and regulations & supplement to vendor rules and regulations of the event and shall comply with all of the rules and regulations & supplement to vendor rules and regulations described. The undersigned understands noncompliance will result in removal of the activity from the park. The undersigned also agrees to indemnity and holds harmless the City of Polk City, staff and/or volunteers of any/all liabilities. \_\_\_\_\_ (please initial)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATED

(Halloween)



## **City of Polk City Special Events Policy**

**Policy No. 1, Amended 5/9/2011**

### **Supplement to Vendor Rules and Regulations FREEDOM PARK - VENDORS**

1. Once a FOOD vendor has registered, paid and has been approved to sell, the same item(s) for sale may not be duplicated by another vendor. The City has the authority to stop any vendor from selling any item and noncompliance will result in removal of the activity from the park. Items to be sold are on a first come first serve basis once the event is advertised.
2. Only upon approval by the City may certain items other than food be duplicated for sale. Request for sale of such items will be reviewed and the City will make the final determination.
3. All items must be new or unused. Old and used items are sold only at the Residential City Wide Yard Sale Event.
4. Each vendor must purchase their own space. You cannot share your space with another vendor.
5. Water from the spigot may be used for clean up purposes only.

Any changes made to the initial application once approved must be approved again by contacting the City prior to the event or the vendor will not be permitted to sell such item.

The City of Polk City reserves the right to reject any item/person/business/vendor without reason and has the right to cancel any event/activity for any reason.