



# Vendor Application

The City reserves the right to select the types of food and merchandise to be sold to minimize duplication. Priority will be given to those that apply first. Approval of vendor application does not guarantee exclusivity of a particular food item or type of merchandise to be sold at the event. Vendors deemed inappropriate for this event will be declined.

Contact Name:

Business/Organization:

Address:

City:

State:

Zip:

Phone Number:

Email:

Government or Non-Profit (501c3)    Yes                  No                  \*No Sales \*No Food or Beverage Distribution

Please Read Carefully:

1. Vendors will only be permitted to sell the menu/items listed on their registration.
2. All trailers/tents/equipment must be contained within the vendor space.
3. All vendors are responsible for their own set up and equipment and must adhere to specified load-in and load-out requirements and times.
4. Vendor fees are non-refundable and non-transferable.
5. All vendors must comply with the vendor requirements and guidelines.
6. Incomplete applications will not be accepted.

One Space 10' x 10'	Two Spaces 10' x 20'	Three Spaces 10' x 30'
Description of Business/Organization, product/services, or Items for sale:		

Do you have any special requirements/needs?

If yes, describe

## **NEWCOMER DAY**

North Port Parks & Recreation, in partnership with the North Port Chamber of Commerce will be hosting Newcomer Day on May 4, 2024 from 10:00 am to 12 noon. Newcomer Day is designed to connect residents with resources, programs, and services within the community through on-site demonstrations and educational information. Parks and Recreation will be accepting the non-profit organization applications while the Chamber of Commerce enrolls the Businesses. Any interested business should reach out to the Chamber of Commerce at (941) 564-3040.

**LOCATION:** George Mullen Activity Center, 1602 Kramer Way, North Port, FL 34286

**CHECK IN, SET UP & PARKING:** Check in with Parks & Recreation staff at the Mullen Center. At that time, you will be directed to your booth space. Setup begins at 8:00 a.m. and must be completed by 9:30 a.m. on the day of the event.

**EVENT HOURS:** The event hours are from 10:00 am to 12:00 pm on Saturday, May 4, 2024.

**SPACES:** Booth spaces are located inside the gymnasium. One table and 2 chairs will be provided for each booth. Please bring your own tablecloth. Limited electricity is available.

**ALL VENDORS:** All Vendors are responsible for their own set up and equipment and must adhere to specified load-in and load-out requirements. The City of North Port reserves the right to deny applications if deemed inappropriate for the venue. Individuals running for political office will not be accepted for enrollment. However, they may attend under their affiliated party's booth.

**FIRE & LIFE SAFETY REQUIREMENTS:** All vendors must comply with safety standards as established by the City of North Port.

**VENDOR ETIQUETTE:** Displays must remain in their assigned spaces. Loud yelling from the booth area and solicitation of sales or distribution of information outside of the booth area is not permitted. Vendors must arrange their booths so as to not interfere or obstruct view of other booths. Please place any trash/debris in your vendor area in the trash containers provided or secure in plastic bags.

**SAFETY:** Safety is important to all participants. All vendors spaces will be inspected by the Fire Marshal for compliance - please note that the City of North Port is not responsible or liable for the failure of vendor compliance with these requirements and fees will not be refunded if a vendor fails inspection.

**ALCOHOL/SMOKING:** Alcohol use and smoking are prohibited in the vendor area.

**CANCELLATIONS/NO SHOWS:** Fees paid by approved vendors are non-refundable and non-transferable.

**NON-COMPLIANCE WITH RULES & REGULATIONS AND SAFETY REQUIREMENTS MAY RESULT IN REMOVAL FROM THE EVENT.**

Check in with Parks & Recreation staff at the Mullen Center. At that time, you will be directed to your booth space. Setup begins at 8:00 a.m. and must be completed by 9:30 a.m. on the day of the event.

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Signature

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Date

**Return original form with payment to City of North Port, c/o Parks & Recreation - Newcomer Day,  
6207 W Price Blvd., North Port FL 34286 -- make checks payable to the City of North Port  
For more information contact Parks & Recreation at 429-PARK (7275)**