**The 27th Annual Bahamian Connection Festival 2023**

**Saturday, Oct. 7, 2023**

**11:00 a.m. – 7:00 p.m. New Monrovia Park**

**4455 S.E. Murray Street**

**Stuart, Florida 34997**

**EIN#65-0551284**

# Vendor Application

Return Application to: The New Monrovia Community Development Corporation, Inc.

P. O. Box 1165

Port Salerno, FL 34992

Website: **www.newmonroviacdc.com**

Cash app: $NewMonroviaCDC

For more information please contact: **Laronda Gray (772)486-8424**

**Gailya Delancy (772)834-4789**

Organization (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tel.#) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fax #) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF VENDOR: FOOD\_\_\_\_\_ MERCHANDISE\_\_\_\_\_ BUSINESS\_\_\_\_ INFORMATIONAL\_\_\_\_\_

Number of space(s) requested \_\_\_\_\_\_\_

Description of items to be sold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you participated in this Festival before? \_\_\_\_\_ Yes \_\_\_\_ No

Electricity is requested \_\_\_\_\_Yes \_\_\_\_\_No

I understand and agree by submitting this application that anyone associated with the New Monrovia Community Development Corporation, Inc. and/or the Bahamian Connection Festival, Port Salerno, will not be held liable for any physical, property damage, liability or loss during the leasing of the space. I have read, understand and agree to adhere to the 2023 Bahamian Connection Festival guidelines as stipulated on the first page of the application.

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

**Vendor’s Signature Date**

**OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Space Number (s) \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

Amount Received: $\_\_\_\_\_, $\_\_\_\_\_\_\_\_, $\_\_\_\_\_\_\_\_\_, $\_\_\_\_\_\_\_\_\_

( ) Money Order #\_\_\_\_\_\_\_\_\_\_\_ ( ) Cashier’s Check #\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Check #\_\_\_\_\_\_\_\_

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

Dear Vendor:

The Annual Bahamian Connection Festival in Port Salerno will be held on Saturday, October 7, 2023. The festival celebrates the Bahamian American history of our neighborhood and the contributions to our community. The location of the festival is at the New Monrovia Park.

THE FOLLOWING FESTIVAL RULES AND REGULATIONS MUST BE ADHERED TO BY ALL PARTICIPATING VENDORS:

The vendor space cost is **$150.00** for food vendors, **$75.00** cakes/pies booth, **$50.00** for non-food vendors, and informational is free. The space size is 11.5’ x 9.5’. All vendors must remain in their assigned space. **There will be no holding special space at the festival. Vendor space will be assigned at time of receiving completed application and money.**

Set-up time may begin as early as **7:00 a.m.** and **all vehicles are required to be out of the vendor areas and off of the park grounds no later than 9:45 a.m.**  The Bahamian Connection Festival concludes at **7:00pm** and all vendors are to refrain from soliciting patronage no later than 6:45pm so that the NMCDC and assistants can begin their post-festival duties.

Members of the New Monrovia Community Development Corporation, Inc. (NMCDC), has the exclusive right to remove any vendor from the festival site who does not comply with established guidelines. **Vendors are not permitted to sell or provide any beverages at any time during festival hours which include setup and clearing times. Only vendors approved by the NMCDC are allowed to sell during the festival.**

The following additional information should be adhered to (please initial next to each bullet):

1. All fees are non-refundable. \_\_\_\_

1. **NMCDC reserves the exclusive right to assign vendors to assigned locations as they deem necessary. Once a vendor location is assigned, the location of a vendor will not be changed without extreme circumstances considered for them to do so. \_\_\_\_**

1. Vendors will bring their own table and chairs for their vendor area. Any additional materials will be provided by the individual vendor as they deem necessary. \_\_\_\_

1. If a vendor wishes to bring a tent, or any other apparatus to assist in convenience or patron enhancement it must be of specifications that will fit into the vendor’s assigned space. **IF IT**

**CAN NOT FIT INTO THE ASSIGNED SPACE, IT IS NOT ALLOWED. TENTS CANNOT BE**

**SECURED WITH STAKES IN THE GROUND. YOU CAN SECURE WITH SANDBAGS OR**

**WITH SAND IN THE BUCKET.** \_\_\_\_

1. Vendors are responsible for their setup and take down of their individual vendor area(s). The NMCDC board members and/or volunteers are not responsible for assisting in these responsibilities. \_\_\_\_

1. Vendors, requesting electricity in the food vendor area, are required to bring at least 100ft of an extension cord to be able to conveniently reach the power source with the best possibility of safety precaution and enough length to avoid the main flow of traffic. Only one (1) outlet will be given per vendor. \_\_\_\_\_

1. Please be aware that there are limitations of the availability of electricity for food vendors and electricity will be reserved to the first fifteen (15) requests. \_\_\_\_

1. Vendors are responsible for their own receptacles and/or plastic bags to dispose of their trash. County receptacles located throughout the park are not to be moved for each vendor’s convenience. \_\_\_\_

1. Vendors, whom at the conclusion of the festival, have not properly disposed of their trash in or near the dumpster area, properly cleaned the vendor assigned materials (chairs and tables), and/or ceased to shut down their vendor area at the designated time will be assessed a $25.00 fine. If this fine is not received within 60 days of the conclusion of the festival, the vendor will be given a one-year festival suspension and not be allowed to participate in the following year’s festival. \_\_\_\_

1. Personally owned vehicles will not be allowed on the park in the vendor area after the setup time. Vendors will be asked once to remove their vehicle from the park before the influx of pedestrian traffic impedes the park. If the vehicle is not moved by the conclusion of the parade, the vendor will be assessed a $25.00 fine and possibly a one-year festival suspension and not be allowed to participate in the following year’s festival. \_\_\_\_

1. Food vendors that have been approved by the NMCDC for the festival that are cooking items must have their own fire extinguisher on site and visible (extinguishers need to be confirmed by the vendor coordinating NMCDC member prior to complete set up. You are responsible to dispose of your own excess grease (if applicable) and dispose of them into any County system. \_\_\_\_\_

1. For your convenience and assistance in sanitation, water will be provided per an outside fountain located outside of the Costella Williams Learning Center on the north side of the building. \_\_\_\_

1. **If a vendor is asked to leave due to any violation of festival set rules, no fees or percentage of fees will be refunded. \_\_\_\_\_**

1. No balloons on premise of the New Monrovia Park per Parks and Rec. \_\_\_\_\_\_\_\_

1. **We require all vendors to wear gloves when cooking and serving food. \_\_\_\_\_\_\_\_\_**

**NO MONEY WILL BE REFUNDED.**

**New to the festival this year, the best conch salad contest and the best conch fritter contest. There will be an additional cost of $50.00 to enter each contest.**

**ALL VENDOR APPLICATIONS AND FEES MUST BE RECEIVED NO LATER THAN SEPTEMBER 30, 2023. NO EXCEPTIONS.**

**I acknowledge that I’m not allowed to sell ANY drinks during the festival. If I am observed selling such items, I will be escorted off premises with no refund. This will be highly enforced this year. Do not bring onto premises even if you are not selling.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Date**