



VENDOR FACTS AND INFORMATION

Vendor Opportunity

The City of Delray Beach is offering vendors, merchants, and exhibitors an opportunity to engage and interact with our event audience during the 100ft. Christmas Tree Lighting on November 30, 2021.

Event Overview

The Christmas Tree Lighting is a Delray Beach tradition dating back to 1993. There are 18,000 ornaments, 161,720' of garland (or 31 miles!), 59 miles of galvanized wire, 24,000lbs of aluminum frames, 3,114 branches, and 217,980 individual 5mm wide angle LED lights. Whew!

It was named by Travel + Leisure as the “**Best Tree in the State of Florida**,” sharing the honor of being named the best of its state with the likes of the Rockefeller Center Christmas Tree and the White House Christmas Tree.

There are **40,000 attendees**, consisting mainly of family, senior, 25+, broken down almost evenly between males/females. The Christmas Tree draws viewers from all over South and Central Florida, and our winter residents.

Event Specs

Date:	November 30, 2021
Event Time:	6:00 pm – 9:00 pm
Set-Up:	1:30 pm – 6:00 pm
Tear-Down:	9:00 pm – 11:00 pm
Event Locations:	<i>100' Christmas Tree Lighting:</i> Old School Square, 51 N. Swinton Ave, Delray Beach, FL 33444
	<i>Yuletide Street Fair:</i> E. Atlantic Avenue from Swinton Ave to 5 th Ave, Delray Beach, FL 33444

Event Setup

You will receive a site map with your designated location and load in directions one week prior to the event. Each vendor is expected to be staged and ready for load in a half-hour before their scheduled time. **Once the streets have been closed and cleared of cars, then load in will begin.**

Please secure your own volunteers or staff that will help facilitate load in/out as event staff will be unable to assist. (Hand carts, dollies and boxes are recommended).

Vendor Coordinator Danielle Beardsley, beardsleyd@mydelraybeach.com (561) 243-7277

Event Website 100footChristmasTree.com



VENDOR & EXHIBITOR SPACE APPLICATION AND CONTRACT

Your Name: _____

Company Name: _____

Address: _____

City: _____ State _____ Zip: _____

Email: _____

Cell Phone: _____

List products and services that will be displayed and/or sold (ONLY ITEM LISTED HERE WILL BE PERMITTED FOR SALE):

NOTE: No space assignment will be made without full payment and approval of your insurance requirements.

WAIVER:

NOTICE: This permit contains a release indemnity and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

TO CITY OF DELRAY BEACH: In consideration of the opportunities afforded to me and/or my group by this Permit, I, the undersigned participant, freely agree to and make the following contractual representations and agreements:

I, the undersigned, do hereby knowingly, freely, and voluntarily release, waive, discharge, indemnify, and hold harmless the City of Delray Beach, its officers, employees, agents, and volunteers from any and all liability, losses, expenses, damages, claims, causes of action or judgments, including without limitation attorneys' fees and court costs, which may be sustained by me and/or my family directly or indirectly in connection with, or which may arise out of, my participation in the event. I acknowledge that the City will not be responsible or liable for any personal injury or property damage caused in whole or in part to my person.

Event will be subject to City COVID-19-related restrictions. COVID-19 safety plan must be enforced during the event.

I have read this agreement and fully understand its terms. I further understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing this agreement and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of, and indemnification from, any and all liability to the greatest extent allowed by law and agree that, if any portion of this agreement is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

NOTICE: This document is deemed a public record under the laws of the State of Florida and can be inspected by anyone, including vendors and caterers, who may solicit business from this record.

Signature

Date



100' Christmas Tree Lighting and Yuletide Street Fair

Non-Profit \$35.00	\$ _____
Exhibitor (literature distribution) \$50.00	\$ _____
Commercial (selling items) \$75.00	\$ _____
Food Truck \$100.00	\$ _____
Downtown Restaurant/Merchant Free	\$ _____

Optional Rental Package Available

Tent, Table, 2 Chairs, 2 Hi-Top Tables (ADD \$200.00) \$ _____
(includes 10' x 10' Tent, 1- 6' table, 2 chairs, 2 hi-top tables)

Lights (ADD \$25.00) \$ _____

TOTAL \$ _____

Booth fee is for a 10'X10' space – vendor must supply approved tent, lights, tables and chairs or optional rental is available at an additional cost. Electrical is included if vendor decides to rent tent through the City of Delray Beach – otherwise vendor must supply own lights and extension cords (min. #12 gauge/50 - 100ft.) for hook-up. Check here if you have additional (over 20 AMPS) electrical needs as fees might apply: _____ YES _____ NO.
Any special requests?

Payment Method:

Please Make Checks Payable to: City of Delray Beach, Attention: Christmas Tree, 50 NW 1st Ave., Delray Beach, FL 33444.

Major credit cards can also be accepted by calling Danielle Beardsley at (561) 243-7277 or registering in person at the Delray Beach Community Center, 50 NW 1st Ave., Delray Beach, FL 33444



ALL BOOTH REQUIREMENTS:

- **LIABILITY INSURANCE:** A Liability Insurance Policy shall be provided with minimum limits of Two Hundred Fifty Thousand Dollars (\$250,000) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of Three Hundred Thousand Dollars (\$300,000) per aggregate. Said insurance policy shall specifically protect the City of Delray Beach by naming City of Delray Beach as an additional insured under the Liability Policy as well as on any Excess Liability Policy coverage. The official title of the certificate holder is City of Delray Beach, 100 NW 1st Ave., Delray Beach, FL 33444. This official title shall be used in all insurance documentation.
- Any tent LARGER than 10'x10' is required to have a tent permit through the City of Delray Beach Building Department. (\$150 permit fee, plus Fire Department Review fee).

FOOD VENDOR REQUIREMENTS

- Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastic is discouraged. This includes plastic cups and utensils. No vendor may use polystyrene products (plates, bowls, cups, containers, lids, trays and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities, parks, on city beaches or as part of a City special event.
- Only items listed and approved on this application will be allowed to be sold at the event.
- A menu must be submitted with your application.
- Health department inspection and approval. Your information will be sent to the health department by the event coordinator, Nan Krushinski, two weeks prior to the event.
- Fire department inspection and approval. Your information will be sent to the fire department by the event coordinator, Nan Krushinski, two weeks prior to the event. A list of health department and fire department requirements can be obtained by contacting the event coordinator, Nan Krushinski at krushinskin@mydelraybeach.com.

NON-PROFIT REQUIREMENTS

- IRS non-profit determination letter must be included with your application.

COVID Safety Plan

All participants and visitors must stay home if the following applies:

- Have been diagnosed with COVID-19
- Have COVID-19 symptoms
- Are waiting for COVID-19 test results
- Been exposed to someone with COVID-19

Exhibitors will routinely clean and disinfect surfaces high touch surfaces, including phone and tablet. Avoid handshaking and high fives. Provide hand sanitizer for customers and staff. Personal Hygiene: keep your hands clean by utilizing hand washing stations and hand sanitizer dispensers throughout the event.

Application Deadline: November 15, 2021



VENDOR RULES AND REGULATIONS

- If you are selling a product, vendor must have a business tax receipt through the City of Delray Beach. Vendors are responsible for the collection and payment of their own sales tax. No selling/soliciting outside assigned booth area.
- As of 2018, the City of Delray Beach is discouraging the use of single-use plastic. This includes plastic straws, cups and utensils. No vendor may use polystyrene products (plates, bowls, cups, containers, lids, trays and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities, parks, on city beaches or as part of a City special event.
- You, your staff, and your booth must remain neat, clean and kept in an orderly fashion. Exhibits and displays must be contained within booth space. Conduct and displays must be appropriate.
- The event staff will not be liable for any losses or damages of any kind that occurs at your booth. No items may be left on site after tear-down.
- No pets or animals are allowed in vendor spacing. Please alert us if you have a service animal.
- Please provide your own tables, chairs and tent, unless otherwise noted on the application. Tents must be weighted to secure. **NO SPIKES ALLOWED.** Any tent larger than 10' x 10' is required to have a tent permit through the city of Delray Beach building department (\$150 permit fee, plus fire department review fee)
- Please bring your own dolly or hand truck. There is no guarantee you will be able to drive up to your assigned booth.
- Interactive activities are encouraged (games, demonstrations, crafts, etc.).
- If you need electric, please provide your own extension cord. 50' – 100' recommended. All extensions cords **MUST** be properly covered to reduce tripping hazards. You can use Gaffers or Duct Tape, Cable ramps, etc.
<https://www.cableorganizer.com/learning-center/articles/tips-convention-cable-management.html>
- Booth spaces are 10'x10', unless otherwise noted. Activities must be limited to assigned space.
- At various times, the Producer videotapes & photographs events to be submitted to the local media, and other publications. By participating in the City of Delray Beach 100' Christmas Tree Lighting, I/we hereby authorize the Producer to reproduce, copy, exhibit, publish, broadcast or distribute any and all such tapes or photographs.
- All vendor applications will be reviewed to ensure your product or service is the right fit for each event. We will limit the number of vendors selling similar items. Applications are subject to written acceptance by the Delray Beach Parks & Recreation's Special Event Division.
- No subcontracting on this Permit or any other permit associated with the rental/special event is allowed.
- The Delray Beach Parks & Recreation's Special Event Department reserves the right to remove or prohibit any exhibit, which, in his/her opinion is not suitable for the Event. Prohibited activities and/or items include, but are limited to, 1. Burning of any type (open fires, candles, incense, etc.) 2. Consumption or selling of alcoholic beverages. 3. Excessive noise, as determined by designated staff.
- No refunds will be given if event is canceled due to weather or circumstances beyond the control of producer. The Producer shall not be held liable for loss or damage suffered as a result of any delay, interruption, or failure in performance, to include loss of facility and/or equipment use, resulting directly or indirectly from natural disasters or unforeseen circumstances. This also includes any action taken by any agency with jurisdiction in this event and/or activity, including but not limited to municipal, state, and/or federal agency, etc.
- **LIABILITY INSURANCE:** A Liability Insurance Policy shall be provided to Producer with minimum limits of Two Hundred Fifty Thousand Dollars (\$250,000) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of Three Hundred Thousand Dollars (\$300,000) per aggregate. Said insurance policy shall specifically protect the City of Delray Beach by naming City of Delray Beach as Certificate Holder and as Additional Insured under the Liability Policy as well as on any Excess Liability Policy coverage. The official title of the certificate holder is City of Delray Beach, 100 NW 1st Ave., Delray Beach, FL 33444. This official title shall be used in all insurance documentation.