



PORT FEST 2010
SATURDAY, OCTOBER 23, 2010

VENDOR APPLICATION

(Please Print)

Business Name: _____

Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone #: _____ **Alt #:** _____

Email: _____ **Resale #:** _____

Vendor Type/Participation:

CRAFTER/RETAIL VENDOR FLAVORS OF THE PORT VENDOR FOOD/DRINK VENDOR

of spaces needed _____ (\$75 per space)

Please provide a full description of the items you will be selling:

Total Amount Enclosed: _____

Make checks payable & mail to:

Port Canaveral Association
c/o Diane Morey
155 Indian River Drive #425
Cocoa, FL 32922

Applicant assumes full liability for any loss or injury resulting from participating in this event, and further agrees to hold the Port Canaveral Association (PCA), the Canaveral Port Authority, and the City of Cape Canaveral, its agents, contractors and property owners free from liability. All fees are non-refundable. All fire codes, laws, ordinances and regulations pertinent to health, fire prevention and public safety shall be strictly enforced. All health, fire and safety permits and resale numbers (as required by law and the Canaveral Port Authority) must be on file with the PCA prior to the event. In the event the Port Canaveral Fire Department requires fire retardant vendor tents and table coverings, vendor must comply.

Signature of Vendor

Date

For PCA use only: Amt _____ Date Rec'd _____ CK/CA/MO _____ Confirmation _____ Space # _____

PORT FEST 2010

Saturday, October 23rd, 2010

CRAFTER/RETAIL VENDOR INFORMATION

This is a street fair (closed to motorized traffic)

- **WHERE:** Outdoors on Glen Cheek Drive, in the service area, between Rusty's & Fishlips
- **WHEN:** Saturday, October 23rd 2010 from 10am to Midnight
- **FEE FOR ALL VENDORS:** The cost for is \$75 per 10'x12' space.
- **TABLES/CHAIRS:** Will not be provided. All vendors must be self sufficient.

DEADLINE FOR APPLICATION: Friday, October 1, 2010

HOURS/CHECK-IN & SETUP

1. Saturday – 10am to Midnight w/setup time between 7:00 am & 9:00 am
2. The check-in point has been changed this year to the PCA ticket booth/tent directly in front of Sun Cruz.
3. The Fire Department Inspection is at 9:00am, so ALL tents/booths must be set up and secure by then.
4. Vendors have the option of staying for the full Port Fest from 10:00am to 11:00pm, or they may leave between the hours of 5:30 to 6:00 pm, but only at this window of time. No vehicles in the festival area at any other time.
5. Food Vendors are expected to remain open until 9:00pm, after which time they may close at their discretion.

RULES & REGULATIONS

1. Vehicles must be unloaded upon arrival and parked in designated areas immediately. **Please set up your booth after your vehicle has been removed to the parking lot.** No vehicles allowed in the service during event hours.
2. NO vehicles are allowed on the street before the end of the festival at midnight. **Please pack up your booth before bringing in your vehicle.**
3. Space sizes are 10' x 12' (approx) and will be marked on your site map and on the space. Bring your own tents, chairs, tables & power. Tents must be secured at each corner & meet all Fire Safety requirements. **NO POWER WILL BE PROVIDED!**
4. Take all cardboard and empty boxes with you when you leave. Garbage cans will be picked up by the Association.
5. No animals please!

For more information, please contact:
Diane Petrocelli, Events Coordinator
Phone 321-514-8657

Email: info@visitportcanaveral.com or Website: www.visitportcanaveral.com



FOOD VENDOR INFORMATION

This is a street fair (closed to motorized traffic)

PLEASE READ CAREFULLY! Food Vendor Spaces are very limited!

- **WHERE:** Outdoors on Glen Cheek Drive, in the service area, between Rusty's & Fishlips
- **WHEN:** Saturday, October 23RD, 2010 – 10am to 10pm
- **FEE FOR ALL FOOD VENDORS:** The cost is \$75.00 per 10'x12' space.
- **TABLES/CHAIRS:** Will not be provided. All vendors must be self sufficient.

DEADLINE FOR FLAVORS OF THE PORT: September 23, 2010

DEADLINE FOR ALL OTHER FOOD VENDORS: September 23, 2010

HOURS/CHECK-IN & SETUP

1. Saturday – 10:00am to 10:00pm w/setup time between 7:00am & 9:00am
2. The check-in point has been changed this year to the PCA ticket booth/tent directly in front of Sun Cruz.
3. The Fire Department Inspection is at 9:00am, so ALL tents/booths must be set up and secure by then.
4. Food Vendors are expected to remain open until 10:00pm, after which time they may close at their discretion.

RULES & REGULATIONS

1. No food or drinks may be sold unless you are a qualified Food Vendor.
2. Food Vendors must be licensed food & beverage restaurant, hotel, caterer, attraction, or organization.
3. *Food Vendors will be on a cash sale basis. The Association will not collect monies on behalf of the Vendors nor sell tickets to be redeemed at the Food Vendor's tents.*
4. As a suggestion, and because this worked so well last year, menu selections should be sample items valued between \$2.00 & \$7.00 each. We request that all menu items be coordinated through the Association so that we might guarantee a variety of offerings to the festival participants.
5. All food vendors must supply their own paper products, serving utensils, chafing dishes, sterno or other means of cooking. **NO GREASE OR OPEN FLAMES UNDER ANY TENTS!**
6. Each Food Vendor should have fire extinguisher **2a10bc** which is certified for all types of kitchen/cooking fires.
7. Space sizes are 10' x 12' (approx) and will be marked on your site map and on the space. Bring your own tables, chairs & power. There will be one main tent provided this year for the Flavors participants. **LIMITED POWER WILL BE PROVIDED – MUST PROVIDE YOUR OWN POWER CORDS!**
8. Take all cardboard and empty boxes with you when you leave. Garbage cans will be picked up by the Association.
9. No animals please!

For more information, please contact:
Diane Petrocelli, Events Coordinator
Phone 321-514-8657

Email: info@visitportcanaveral.com Website: www.visitportcanaveral.com



REMEMBER: THE DEADLINE FOR SPACE IS SEPTEMBER 23, 2010!