



# Food Vendor Application Melbourne Art Festival 2022 April 23 & 24, 2022, Wickham Park

Event Set Up: Friday, April 22, 2022 (10am-3pm)

Event Times: 9am-5pm Saturday, April 23 and 9am-5pm Sunday, April 24

Thank you for your interest in offering food vending services to Melbourne’s premier Art Festival. This year, the Melbourne Art Festival is celebrating its 37th anniversary by transforming Wickham Park into a celebration of art, inspiration, and imagination complete with one-of-a-kind artwork, live music, an array of beverages, and a spectacular collection of food. Spectators will fill the park to purchase unique artwork and dine on amazing food.

### Vendor Information

Business Name: \_\_\_\_\_  
Principal Point of Contact: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_  
Business email Address: \_\_\_\_\_  
FL Sales Tax ID#: \_\_\_\_\_  
FL Permit #: \_\_\_\_\_  
Type of food items to be sold: \_\_\_\_\_

### Insurance Information:

Policy number \_\_\_\_\_  
Company \_\_\_\_\_  
Expiration date \_\_\_\_\_

*We must receive a proper and completed Certificate of Insurance (Accord 25 COI) with Melbourne Art Festival listed as the Certificate Holder by the deadline. This form MUST be sent electronically and directly from your insurer to Melbourne Art Festival at one of the points of contact listed on the of page 2. HAND-CARRIED OR HARD COPY WILL NOT BE ACCEPTED.*

### Set-up size:

- Width/depth after set-up is fully opened and includes awnings, point of sale and preparation area, and additional depth required to comply with fire code
- Length includes bumpers, tongues, or other appendages
- Height is after set-up is fully opened
  - Total width/depth of your set-up \_\_\_\_\_ feet
  - Total length of your set-up \_\_\_\_\_ feet
  - Total height of your set-up \_\_\_\_\_ feet

*Note: Vendor locations will be rented and assigned in accordance with the best interest of the Festival, which the Melbourne Art Festival Board, at its sole discretion, shall have the right to decide*

Business Name: \_\_\_\_\_

Vendor Fees

- Fees listed in the application are for both days of the Festival.
- Ice will be available for purchase at a cost of \$10 per 40-pound bag.
- All vendor fees include applicable taxes.
- Vendor fees are required to be paid in full by March 01, 2022.
- PLEASE MAKE CHECK PAYABLE TO: Melbourne Art Festival
- Payment must be sent to Melbourne Art Festival, PO Box 611, Melbourne, FL 32902
- The fee structure is designed to reflect optimum vendor space usage. Space fees are Tier based for size of space requested and if utility services are required.

Vendor Fee Tiers (Check one choice)

- Tier 1 (20-foot frontage with no utilities) \$642
- Tier 2 (20-foot frontage with power and/or water) \$856
  - Water  120V  220V Max Amps required \_\_\_\_\_ Electric plug type \_\_\_\_\_
- Tier 3 (Larger than 20-foot frontage with power and water) \$\_\_\_\_\_ (Price assigned by MAF Board)
  - Water  120V  220V Max Amps required \_\_\_\_\_ Electric plug type \_\_\_\_\_

Application Submittal

- This application must be filled out in its entirety
  - Unsigned forms will not be accepted
  - The following is required to be submitted with this application:
    - \$100 non-refundable Application fee (the Application fee will be applied to total Vendor Fee when paid in full)
    - Map, sketch, or photos of booth
    - A copy of your menu of items to be sold
    - Signed Indemnification Agreement
1. I hereby apply for booth space for the Melbourne Art Festival
  2. I have read and I agree to abide by all the Melbourne Art Festival rules and instructions listed in the Food/Drink Vendor Information document
  3. I understand that there are no application refunds
  4. I understand that there are no extended show dates, rain checks, or refunds due to inclement weather
  5. I understand this application cannot be altered or changed without submitting a new application
  6. I agree the information in this application is accurate and any inaccurate information may be cause for denial to participate in the Melbourne Art Festival

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you,

**Melbourne Art Festival Committee Points of Contact**

Sal D’Amato (321) 408-8445, [sal@melbournearts.org](mailto:sal@melbournearts.org)

Kathleen Cleary (321) 576-7763, [katecleary59@gmail.com](mailto:katecleary59@gmail.com)