



GREATER FORT WALTON BEACH CHAMBER OF COMMERCE

Dear Vendor:

The NAACP and the Greater Fort Walton Beach Chamber of Commerce invite you to be a part of the **NAACP4Haiti Concert in the Park**. The event will be Sunday, March 14, 2010 at The Landing in Fort Walton Beach, Florida. The event will run from 12:00 noon – 6:00 p.m.

The NAACP, The Greater Fort Walton Beach Chamber of Commerce, and several other sponsors have partnered to host an afternoon full of fun and entertainment with **ALL** the proceeds going to the **NAACP4Haiti Relief Fund** and a local charity doing work in Haiti. The music will feature Rock, Reggae, R & B, Latin, and Gospel.

We are marketing the event throughout the local area via a variety of media and we expect a large turn out. Individuals interested in participating in the event should return the vendor application and payment for the booth fee (plus cleaning deposit for food booths) to the Greater Fort Walton Beach Chamber of Commerce at P O Box 640, Fort Walton Beach, FL 32549-0640. You may also fax your applications to 850-244-1935 or email Patti Bohnsack, Director of Special Events at patti@fwbchamber.org. **Applications are not complete until we receive full payment.** No vendor has exclusivity to products but we hold the right to control excessive duplications. We will send confirmation upon receipt of application and payment.

The Chamber will also be the sole distributor of all beverages.

Thank you for your interest in participating as a vendor and helping raise funds for the NAACP4Haiti Relief Fund.

For questions or more details -- please contact Kareem Williams at 850-376-6346 or kareem.williams2@bestbuy.com, or the Director of Special Events at the Chamber, Patti Bohnsack, at 850-244-8191 or patti@fwbchamber.org.

Sincerely,
The Greater Fort Walton Beach Chamber of Commerce



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NAACP4Haiti Concert in The Park Booth Application Sunday, March 14, 2010

Please complete ALL forms and return with payment to the following address:
Greater Fort Walton Beach Chamber of Commerce - P O Box 640, Ft. Walton Beach, FL 32549

Booth Name:		
Company Name:		Contact Person:
Address		
City	State	Zip
E-Mail Address		
Phone: Day	Phone: Evening	Cell:

APPLICATION FEES:

(PLEASE CHECK BOOTH(S) BEING REGISTERED – fees are per booth/ not per vendor)
All Food Vendors **must** provide a copy of a Food Handlers' Permit

_____ Non- Profit /Merchandise / Craft Vendor (8' x 10') \$ 50.00
_____ Food Vendor (12' x 12') \$100.00
(Plus a \$100.00 refundable cleaning deposit)

***We do not provide tents – you must bring your own tent or trailer**

Additional Space Requirements

Height Indicate Exact Size Needed	Please Check	
	Tent	Trailer

Amenity Requirements:

Water needed: _____ Yes _____ No (Note: If yes, you must supply a 100' water hose)

Electricity: _____ 110 Volts _____ Amps (\$50 fee for each add'tl outlet)
 _____ 220 Volts _____ Amps (\$50 fee for each add'tl outlet)

NOTE - Total Amperage: _____ (There is a **\$75.00** additional charge for **220 volts**)
(You must supply a 150' heavy duty, all weather extension cord)

Please list all appliances you will be using _____



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FESTIVAL RULES and REGULATIONS CHECK LIST

Please Initial and Return all required items below with application

Thank you for participating in the NAACP4Haiti Concert In The Park. In order to provide for your safety and the safety of others, we ask that you abide by the following rules.

(Please initial next to each number and return with completed application. Thank you!)

Applications without all applicable fees and required information will be invalid. Keep a copy of this checklist for your records.

- _____ **1. BOOTH FEES: (SEE APPLICATION)** Please make sure your requested booth size accommodates your equipment. Tents, tables and / or chairs are not provided by the Chamber or included in booth fee. Note: IF YOUR EQUIPMENT/BOOTH EXCEEDS REQUESTED SPACE, THERE WILL BE A CHARGE OF AN ADDITIONAL \$1.00 PER SQUARE FOOT. This includes tie-downs, tarps, flaps, tables, trailer tongues, side openings, etc. tents, lights, tables, and chairs.
- _____ **2. ELECTRICAL NEEDS** - If your Booth requires electricity, accurately indicate your amperage requirements on the application form to ensure that the Festival can make proper preparations or you will not be guaranteed booth space located closest to the electrical outlets. Each Booth requiring electricity will be responsible for not overloading their circuit. All electrical connections and equipment must be in good repair and properly grounded. ***If electricity is needed at your Booth, you must supply an appropriate (120 v or 220 v) 150-foot heavy duty, all weather extension cord.***
- _____ **3. ADDITIONAL POWER FEES** - There is a **\$75.00** additional charge for **220 volts**
- _____ **4. ADDITIONAL OUTLET FEE** - There is a charge of \$50 for each additional outlet. We do not provide electrical cords. Generators are permitted.
- _____ **5. CLEANING DEPOSIT \$100.00** - Separate check required – cleaning deposit only required for food booths – checks will be returned within 30 days of the festival.
- _____ **6. BOOTH ASSIGNMENT** – Booths are assigned in the order the reservation is received. An email will be sent prior to the event with the exact number of your booth assignment. All vendors with trailers will be assigned early check-in before those with tents
- _____ **7. A MENU** or description of main food product(s) to be served or sold is required with application.
- _____ **8. FOOD HANDLERS PERMIT** - All food vendors are responsible to have onsite and are liable for the cost (\$91) of a Food Handlers' Permit through the State of Florida.
- _____ **9. FOOD BOOTH COOKING REQUIREMENTS** - Booths that use **any** type of oven, grill, deep-fat fryer, flame operated appliance or heating element will be required to have a minimum of a charged 40BC fire extinguisher. The FWB Fire Dept will be on site for inspection. Booth wastewater and cooking grease **MUST** be contained.
- _____ **10. WATER NEEDS** - If water is required for your Booth, you must provide a 100' water hose.



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- _____ **11. GARBAGE CANS** - Food Booths must provide a **minimum** of two 30-gallon garbage containers with liners. **Each Booth will be responsible for emptying the container on a regular basis into the dumpsters provided by the event ESPECIALLY during teardown. Cleanliness in and around your Booth will be your own responsibility.**
- _____ **12. Set Up** – Set up begins for **trailers at 9:00 a.m. Tents may begin set up at 10:00 a.m.** Be prepared to open promptly at 12:00 noon and close at 6:00 pm.
- _____ **13. VEHICLES: LOADING & UNLOADING** – Vehicles are permitted into the booth area for loading and unloading equipment **ONLY**; before/ after the concert. All vehicles must be out of the park 1 hour prior to opening of Festival. **THIS WILL BE STRICTLY ENFORCED.**
- _____ **14. VENDOR RESTRICTIONS** - The Greater Fort Walton Beach Chamber maintains exclusivity of sales of all beverages.

The Chamber further reserves the right to determine the location of your booth and all decisions of the Planning Committee are final.

Note: we do not give refunds for no-shows or inclement weather.

AN ACCEPTED APPLICATION IS A COMMITMENT TO SHOW. **Applications must be received no later than Monday, March 8, 2010.** Please review the rules and regulations on the following page and sign below. I will comply with the rules and regulations as stated on the attached page.

Signature _____

Date: _____

Make Checks Payable To: Greater Fort Walton Beach Chamber of Commerce