FOUNDERS DAY - Saturday, May 3, 2025

<u>BUSINESS VENDOR FORM</u>

<u>Requirements</u>

1. Location assignment is the sole authority of the Melbourne Beach Town Staff.
2. Spaces are limited. Your space **will not be secured until payment of the vendor fee** is made, even if all documents are received.
3. A 10' x 10' space will be reserved. You may put up a cover or canopy with poles and provide your own table. Transportation & set-up of your merchandise and booth is solely your responsibility. There will be **NO PARKING** at Ryckman Park, **ONLY UNLOADING**. It is your responsibility to find parking accommodations.
4. All participants must set up by 7:30 a.m. and must stay open until 5:00 p.m., **NO EXCEPTIONS.** You may set up the night before, which is highly suggested. The Town will provide routine close patrol by law enforcement personnel throughout the night but there **WILL NOT** be overnight security.
5. You must make arrangements to set up your booth – Town staff will **NOT** be able to assist.
6. No refunds after **Friday, April 18, 2025**. **NO EXCEPTIONS**. There are no refunds offered for inclement weather.
7. Must adhere to the **Prohibition of Single Use Plastics and Styrofoam Regulations** as attached to the application. Your signature below notes your understanding and agreement.
8. You must bring an item to pass out to attendees who visit your booth. Literature, such as pamphlets/brochures/etc. are not considered a giveaway item but may be given away in addition.

The number of vendors shall be limited. The deadline to submit **vendor forms along with payment** will be **Friday, April 18, 2025 or until spaces run out**.

Mail to: Town of Melbourne Beach, 507 Ocean Avenue, Melbourne Beach, FL 32951
You may also email your form to **office@melbournebeachfl.org** and call Town Hall at **321-724-5860** to make your payment.

The Town accepts checks, cash, and credit card (Visa, MasterCard, and Discover).
Make checks payable to: "Town of Melbourne Beach"

<u>Fee Schedule</u>

Entry Fee (each space): $70.00 plus 7% tax = **$74.90**

Name:	
Address:	
Cellphone #:	
Email Address:	
Description of Business:	
Amount enclosed: $_____ for _____ space(s).	

I understand and agree to the requirements listed above including #7.

Signature _____ Date _____

For office use only: $_____ paid by Cash, Credit, or Check #_____