

**Port St. Lucie Civic Center
Free Friday Concert Series
Vendor Display Request Form**

9221 Civic Center Place, Port St. Lucie, FL 34952
(S.E. Corner of U.S. Highway 1 and Walton Road)

South Florida Carefree Catering and the Port St. Lucie Civic Center
present local organizations and businesses with the opportunity to display information, goods and/or services at the
Port St. Lucie Civic Center Free Friday Concert Series on

Fridays in 2018: 8/17, 9/14, 10/12, 11/16, 12/21; Fridays in 2019: 1/18, 2/15, 3/22, 4/19, 5/17, 6/21, 7/19: 6pm-9:30 pm.

SELECTED EVENT DATE(S): _____

_____ **Number of 10' x 10' spaces x dates that you are requesting x \$25/space = \$** _____

For sponsorship opportunities, please call (772) 807-4468 or email at pslciviccenter@cityofpsl.com

Vendor spaces will be assigned at the event.

- All vendors must have a valid Florida Sales Tax number and are responsible for collecting and remitting any applicable Florida Sales Tax to the Department of Revenue. Questions regarding this matter can be directed to the Dept. of Revenue (772) 429-2173.
- All vendors must enclose a valid local Business Tax Receipt.
- All vendors are responsible to supply their own tent, lighting and electrical extension cords.
- The Civic Center will provide one 8'x30" table and two chairs per vendor space.

Name of Exhibitor: _____

Address: _____

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

Email: _____ **Phone #:** _____

Please provide a complete list of items or services to be sold at booth. Please attach a photograph of your display and/or items for sale. Vendor understands that falsification, misleading information or misrepresentation is cause for removal from event. _____

Each vendor will be responsible for the security and protection of their own equipment, display, wares, money, and personal property at this event and holds South Florida Carefree Catering and the City of Port St. Lucie harmless for any damage or loss whatsoever to their merchandise and booth, and any damages caused by Vendor in conjunction with the event. South Florida Carefree Catering and the City of Port St. Lucie assumes no responsibility for damage to vendor's property due to theft, loss, accident, vandalism or weather. South Florida Carefree Catering and the City reserve the right to reject any application and/or to deem any artwork, display, merchandise or activity inappropriate for this family-oriented event. Vendors agree to abide by any such determination of South Florida Carefree Catering, the City and its agents, and acknowledge that they will be ejected from City property if they refuse to comply with City personnel direction. Vendor agrees to provide any insurance deemed necessary by South Florida Carefree Catering or the City of Port St. Lucie.

EXHIBITOR'S SIGNATURE _____ **DATE** _____

APPLICATIONS AND PAYMENTS MUST BE RECEIVED NO LESS THAN 7 DAYS PRIOR TO EVENT DATE. THANK YOU.

Please return this completed application with a check or money order payable to South Florida Carefree Catering to: South Florida Carefree Catering, C/O Port St. Lucie Civic Center, 9221 SE Civic Center Place, Port St. Lucie, FL 34982 Cash payments can be made in person to South Florida Carefree Catering at the Port St. Lucie Civic Center during regular business hours. For Vendor Application Questions: (772) 807-4488 or pslciviccenter@cityofpsl.com.

**EVENT DAY VENDORS MAY BEGIN SET-UP AT 3PM, MUST COMPLETE BY 5 PM & MUST NOT LOAD OUT UNTIL 9:30PM.
VENDORS MUST CHECK IN AND UNLOAD FROM THE CIRCLE TO THE RIGHT OF THE CIVIC CENTER.
NO VEHICLE ACCESS ADJACENT TO VENDOR LOCATIONS.
VENDORS WHO DO NOT COMPLY WITH CIVIC CENTER POLICIES WILL NOT BE ALLOWED TO RETURN.**