

**Port St. Lucie Civic Center  
Free Friday Concert Series**

**Food 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 food vendors with the opportunity to sell food and non-alcoholic beverages at the Port St. Lucie Civic Center Free Friday Concert Series at Village Square

**Only City of Port St. Lucie Pre-Approved Food Vendors will be permitted to vend food inside the Civic Center.**

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 \$50/space = \$ \_\_\_\_\_

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

**To insure menu variety, only items confirmed in advance with Civic Center Staff may be sold.**

- 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. For related questions call the Dept. of Revenue at (772) 429-2173.
- Food vendors must enclose a copy of their active State DBPR caterer, restaurant or applicable license.
- All vendors must enclose a valid local Business Tax Receipt.
- All vendors are responsible to supply their own truck or tent, water supply, grease and trash disposal, lighting and electrical extension cords and impermeable floor covering, required under tent cooking area.
- The Civic Center will provide one 8'x30" table and two chairs per vendor space.

Name of Vendor: \_\_\_\_\_ State License # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please provide a complete list of menu items to be sold for each date. Vendor understands that supplying alternate food and beverage than listed, without prior authorization from So. FL Carefree Catering, 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](mailto:pslciviccenter@cityofpsl.com).

**EVENT DAY-VENDORS MAY BEGIN SET-UP AT 3PM, MUST COMPLETE BY 5 PM & MUST NOT LOAD OUT UNTIL 9:30PM. FOOD TRUCKS MUST BE IN LINE FOR MOVE IN AT THE SOUTH SIDE OF VILLAGE SQUARE BY 5PM. LATE ARRIVALS WILL NOT BE ALLOWED TO MOVE IN. FOOD VENDORS WITHOUT TRUCKS MAY CHECK IN AND UNLOAD FROM THE CIRCLE TO THE RIGHT OF THE CIVIC CENTER - NO VEHICLE ACCESS ADJACENT TO TENT VENDOR LOCATIONS. VENDORS WHO DO NOT COMPLY WITH CIVIC CENTER POLICIES WILL NOT BE ALLOWED TO RETURN.**