

## **FOOD VENDOR INFORMATION**

This is a street fair (closed to motorized traffic)

**PLEASE READ CAREFULLY AS THERE ARE CHANGES TO THIS YEAR'S EVENT**

**WHERE:** Outdoors on Glen Cheek Drive, in the service area, between Rusty's & Fishlips

**WHEN:** Saturday, October 24<sup>th</sup> – 10am to Midnight

**FEE FOR ALL FOOD VENDORS:** The cost is \$50 per 10'x12' space.

**TABLES:** Tables and chairs will be available for rent (Maximum of 2 each per vendor)  
Tables @ \$10.00 each and chairs are two for \$5.00.

**DEADLINE FOR FLAVORS OF THE PORT:** September 7<sup>TH</sup>, 2009

**DEADLINE FOR ALL OTHER FOOD VENDORS:** September 25<sup>th</sup>, 2009

### **• HOURS/CHECK-IN & SETUP**

1. Saturday - 10am to 11:00pm / Setup time is between 7:00 am & 9:00 am
2. Check in point is at the PCA ticket booth/tent located at the entrance to Sun Cruz parking lot next to the Center Stage

### **• RULES & REGULATIONS**

1. No food or drinks may be sold unless you are a qualified Food Vendor.
2. Food Vendors must be licensed food & beverage restaurant, hotel, caterer, attraction, or organization.
3. Food Vendors will be on a cash sale basis. The Association will not collect monies on behalf of the Vendors nor sell tickets to be redeemed at the Food Vendor's tents.
4. As a suggestion, and because this worked so well last year, menu selections should be sample items valued between \$2.00 & \$7.00 each. We request that all menu items be coordinated through the Association so that we might guarantee a variety of offerings to the festival participants.
5. All food vendors must supply their own paper products, serving utensils, chafing dishes, sterno or other means of cooking. **NO GREASE OR OPEN FLAMES UNDER ANY TENTS!**
6. Each Food Vendor should have fire extinguisher **2a10bc** which is certified for all types of kitchen/cooking fires.
7. Space sizes are 10' x 12' (approx) and will be marked on your site map and on the space. Bring your own tables, chairs & power. There will be one main tent provided this year for the Flavors participants. **NO POWER WILL BE PROVIDED!**
8. Take all cardboard and empty boxes with you when you leave. Garbage cans will be picked up by the Association.
9. No animals please!

For more information, please contact:

Jennifer Teolis, PCA Events Coordinator

Phone: (407) 947-0166 or Fax: (321) 622-5174

Email: [jenteolis@visitportcanaveral.com](mailto:jenteolis@visitportcanaveral.com) or Website: [www.visitportcanaveral.com](http://www.visitportcanaveral.com)

**FLAVORS OF THE PORT PARTICIPANTS MAY CONTACT**

**SHERRI MCCOY** at [sherrim@wildoceanmarket.com](mailto:sherrim@wildoceanmarket.com) or 321-783-2300

**REMEMBER: THE DEADLINE FOR SPACE IS SEPTEMBER 25<sup>TH</sup> 2009!**



## PORT FEST 2009

Saturday, October 24<sup>th</sup>, 2009

### CRAFTER/RETAIL VENDOR INFORMATION

This is a street fair (closed to motorized traffic)

- **WHERE:** Outdoors on Glen Cheek Drive, in the service area, between Rusty's & Fishlips
- 
- **WHEN:** Saturday, October 24<sup>th</sup> 2009 from 10am to Midnight
- 
- **FEE FOR ALL VENDORS:** The cost for is \$50 per 10'x12' space.
- 
- **TABLES:** Tables and chairs will be available for rent (Maximum of 2 each per vendor)
- Tables @ \$10 each and Chairs are 2 for \$5.
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### • **DEADLINE FOR APPLICATION:** Friday, September 25<sup>th</sup>, 2009

#### • HOURS/CHECK-IN & SETUP

1. Saturday – 10am to Midnight w/setup time between 7:00 am & 9:00 am
2. The check-in point has been changed this year to the PCA ticket booth/tent directly in front of Sun Cruz.
3. The Fire Department Inspection is at 9:00am, so ALL tents/booths must be set up and secure by then.
4. Vendors have the option of staying for the full Port Fest from 10:00am to 11:00pm, or they may leave between the hours of 5:30 to 6:00 pm, but only at this window of time. No vehicles in the festival area at any other time.
5. Food Vendors are expected to remain open until 9:00pm, after which time they may close at their discretion.

#### • RULES & REGULATIONS.

1. Vehicles must be unloaded upon arrival and parked in designated areas immediately. **Please set up your booth after your vehicle has been removed to the parking lot.** No vehicles allowed in the service during event hours.
2. NO vehicles are allowed on the street before the end of the festival at midnight. **Please pack up your booth before bringing in your vehicle.**
3. Space sizes are 10' x 12' (approx) and will be marked on your site map and on the space. Bring your own tents, chairs & power. Tents must be secured at each corner & meet all Fire Safety requirements. **NO POWER WILL BE PROVIDED!**
4. Take all cardboard and empty boxes with you when you leave. Garbage cans will be picked up by the Association.
5. No animals please!

For more information, please contact:

Jennifer Teolis

PCA Events Coordination

Phone: (407) 947-0166 or Fax: (321) 622-5174

Email: [jenteolis@visitportcanaveral.com](mailto:jenteolis@visitportcanaveral.com) or Website: [www.visitportcanaveral.com](http://www.visitportcanaveral.com)

**PORT FEST 2009**  
SATURDAY, OCTOBER 24<sup>TH</sup>, 2009  
**VENDOR APPLICATION**

*(Please Print)*

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

**Contact:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Alt #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Resale #:** \_\_\_\_\_

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**Vendor Type/Participation:**  CRAFTER/RETAIL VENDOR  FOOD/DRINK VENDOR

SATURDAY (\$50 per space) # of spaces needed \_\_\_\_\_

**Other:**

\_\_\_\_\_ Table(s) @ \$10 rental each = \$\_\_\_\_\_ (maximum of 2 per vendor. Must be paid in advance)

\_\_\_\_\_ 2 Chairs for \$5 (maximum of 2 per vendor. Must be paid in advance)

**Please provide a full description of the items you will be selling:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Total Amount Enclosed:** \_\_\_\_\_

***Make checks payable & mail to:***

Port Canaveral Association

c/o Jennifer Teolis

107 Mayaca Drive

Indian Harbour Beach, Fl 32937

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Applicant assumes full liability for any loss or injury resulting from participating in this event, and further agrees to hold the Port Canaveral Association (PCA), the Canaveral Port Authority, and the City of Cape Canaveral, its agents, contractors and property owners free from liability. All fees are non-refundable. All fire codes, laws, ordinances and regulations pertinent to health, fire prevention and public safety shall be strictly enforced. All health, fire and safety permits and resale numbers (as required by law and the Canaveral Port Authority) must be on file with the PCA prior to the event. In the event the Port Canaveral Fire Department requires fire retardant vendor tents and table coverings, vendor must comply.

\_\_\_\_\_  
Signature of Vendor/ Date

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For PCA use only: Amt \_\_\_\_\_ Date Rec'd \_\_\_\_\_ CK/CA/MO \_\_\_\_\_ Confirmation \_\_\_\_\_ Space # \_\_\_\_\_