

## EVENT GUIDELINES:

PLEASE KEEP THIS FOR YOUR RECORDS.

The Flagler Village neighborhood has attracted a diverse group of residents, artists, and entrepreneurs in recent years, effectively transforming it into a dynamic emerging community. At the heart of it all is the new Peter Feldman Park- an ideal place for community gatherings. The Feldman Park Backyard Bash series is intended to strengthen neighborhood ties and activate the new park. This will be a series of casual parties held in the evening, with live entertainment and light refreshments.

The following guidelines have been established to provide a clean environment and ambience for the patrons.

- It is the group's responsibility to supply all tables covers, display materials, banners/signage, etc. The DDA only provides 13 booths on a first come, first serve basis.
- Set up begins at 3:30pm, all booths must be set up by 5:00 pm. Shut down begins at 8:30 pm and everything must be removed by 9:30 pm or Police may ticket you.
- Vendors set up **at least one hour prior to the event start time** and remain open during all hours of the event
- If you bring your own booth please double check that it meets event standards.
- All tables must be covered.
- All signs in booths must be made professionally and not hand written.
- Groups must place all goods, tables and setups inside of the tent at all times. No exceptions. Boxes and packaging must be stored out of sight.
- Groups are not allowed to sell anything other than the goods listed on their application without prior approval. Unauthorized items are subject to removal from the booth at any time. No sales of alcoholic beverages, tobacco products, or firearms is permitted. If you are fundraising or promoting an upcoming event please list out the details on the application.
- Groups are responsible for the removal of all vendor set up and cleanup of trash from the booth area. Trash receptacles are located throughout the event area.
- No Groups or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. Appropriate dress attire is required (men must wear shirts, swimsuits are not permitted). At least one member of the group manning a booth must be over the age of 18.

**Groups that do not comply with the guidelines of the event will be asked to leave at anytime and not permitted to return. If it is determined by the Event Organizers that a group's display is detracting from the overall site presentation, a change or improvement will be required.**

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Enclosed is an application for your group to participate. We will accept applications on a first come first serve basis in most cases. The completed package must be received in our office two weeks prior to the event date. **All booth locations are assigned in the order that they are received.** Once the application is received and accepted you will be notified about your participation and booth location.

### **Parking**

Metered on-street parking is available or in the Greater Fort Lauderdale Chamber of Commerce parking lot (one car per booth). A pass will be issued a week before the event.

**Cancellation Policy:** If inclement weather or extreme acts of nature are expected or encountered then the event will be cancelled in advance. Call 954-463-6574 for immediate decisions on cancellation messages. Please be considerate of our efforts to help promote your organization. Please take the time to be organized with your participation and to notify us about cancellations.

If you have any questions or concerns please contact the DDA prior to the date of the event. We appreciate your cooperation.

**Kate Sheffield**  
**Planning Assistant**  
**Downtown Development Authority**  
**Attn: Feldman Park Backyard Bash**  
**305 S. Andrews Ave. , Suite 301**  
**Fort Lauderdale, FL 33301**  
**[kate@ddaftl.org](mailto:kate@ddaftl.org)**  
**954-463-6574 954-463-8412 fax**  
**WEBSITE: [www.ddaftl.org](http://www.ddaftl.org)**

# BOOTH APPLICATION 2010

## Feldman Park Backyard Bash



Group Name: \_\_\_\_\_

Contact Names (list 2): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip : \_\_\_\_\_

Telephone/Cell (list 2): \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_ Event Promoting & date(if applicable): \_\_\_\_\_

MATERIAL TO BE DISPLAYED: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Do you have banner(s) to be displayed: \_\_\_\_\_ Do you have table cover(s): \_\_\_\_\_

How many parking spaces will you need (limited): \_\_\_\_\_ Names of drivers: \_\_\_\_\_

### BOOTH SELECTION

10x10 Tent \_\_\_\_\_

**APPLICATION DEADLINE: Two weeks prior to event, April 15. Applications received after that date are subject to space availability. \*\*All booths are assigned on a first come, first serve basis and at the discretion of the event staff. Submission of this form indicates your full acceptance of the terms listed in the EVENT GUIDELINES.**

**Downtown Development Authority  
Mail to Attn: Kate Sheffield/ Feldman Park Backyard Bash  
305 S. Andrews Avenue, Suite 301  
Fort Lauderdale, FL 33301**

**RELEASE:** I the undersigned, do hereby forever discharge, release and hold harmless the Downtown Development Authority and its sponsors, of and from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damage to the person or persons or property of the undersigned while in the possession or under the supervision of the Downtown Development Authority. I hereby consent to all rules and regulations established for the event and understand that the Event Coordinator will have final authority. I have read, understand and agree to the EVENT GUIDELINES.

I further grant the Downtown Development Authority permission to use any photographs or video of my participation in the event for any legitimate reasons.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Name & Title (Please print) Downtown Development Authority

\_\_\_\_\_  
Signature Signature

**OFFICE USE ONLY: Date Received \_\_\_\_\_ By: \_\_\_\_\_**

