

**WINTER GARDEN PARKS & RECREATION EVENT VENDOR APPLICATION**  
**All Blanks Marked with \* Must Be Completed. Incomplete Applications Will Not Be Processed.**

Event: Light Up Winter Garden Date & Time: Friday, Dec. 5 6:00pm-9:30pm

\*Group/Company: \_\_\_\_\_ \*Contact: \_\_\_\_\_

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

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

\*Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Type of Food, Craft or Game: \_\_\_\_\_

\*Indicate # and size of space or spaces you will need (usually 10x10) \_\_\_\_\_

**THE CITY PROVIDES THE SPACE ONLY, NOT TABLES, TENTS, CHAIRS, ETC.**

\*Need Electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

Fees: \$ 40.00 (cash, check, or money order made payable to the City of Winter Garden)

**REQUIREMENTS**

1. Vendor must provide extension cords.
2. Soap and water required at all food booths.
3. Vendors selling **any** food items must complete an Application for Temporary Event Vendor License issued by the State of Florida Department of Business and Professional Regulation. If you already have a DBR food license, this will not apply to you. You must display this at your booth and be prepared to pay a \$91 fee in the event an inspector visits your booth. These can be obtained at the Parks & Recreation Office.
4. Vendor must fill out a Release, Waiver, and Indemnification form and return to the Parks and Recreation Office with **original** signature. All fees and paperwork must be received in the Recreation Office prior at least one week prior to the event date.
5. **All vendors must be set up and ready for business by: 5:00pm.**
6. **Vendors may not set up before: 3:00pm.**
7. **Booths may not close before: 9:00pm.**
8. All prices and products to be sold must be approved by the Recreation Department.
9. Roads will be closed to incoming traffic at: 2:00pm.

Fees may be paid in person at the Recreation Office or mailed. Checks should be made payable to: City of Winter Garden.

If mailing, please mail to: Winter Garden Parks & Recreation Department  
1 Surprise Drive  
Winter Garden, FL 34787

Phone: 407-656-4155

Fax: 407-656-6504

APPROVED: Yes \_\_\_\_\_ No \_\_\_\_\_

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Jay Conn, Parks & Recreation Director

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Mary R. Mazza, Recreation Supervisor