



NoMi Music Fest

Saturday, February 29th

6:00 PM to 11:00 PM

Cagni Park (13498 NE 8 Avenue)

Vendor Application

Vendor or Business Name: _____		
Contact Person: _____		
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Phone: () _____	E-mail Address: _____	

Please provide a copy of your government issued business license with your application.

*****Food vendors MUST attach a menu listing the items that will be sold along with the prices.*****

Vendor Fees:	
Non-Food Vendor Booth (10' x 10' Space)	\$150.00
Food Vendor Booth (10' x 10' Space)	\$250.00
*You must be <i>self-sufficient</i> and provide your own tent, table, chairs, extension cords, lighting, & visible pricing for the public. *	

Business Checks or Money Orders (No Personal Checks Allowed) for full payment enclosed and made payable to: "City of North Miami"

*You may pay by credit/debit card by visiting the Parks and Recreation office at 12300 NE 8 Avenue.

Application Deadline: Wednesday, February 19, 2020 at 5 PM

Return to: City of North Miami Parks and Recreation Department - Special Events
12300 NE 8th Avenue, North Miami, FL 33161

E-mail to: Kendra Warren, Special Events Supervisor, kwarren@northmiamifl.gov

Fax to: 305-892-8639, Attention: Kendra Warren, Special Events Division

Please direct your questions to Kendra Warren at kwarren@northmiamifl.gov or 305-895-9840 x 12605
Additional information will be sent upon receipt of your application

Vendor Rules and Regulations

SIGN AND DATE THIS FORM AND SUBMIT WITH YOUR APPLICATION

Event Hours:

Set-Up: Saturday, February 29th 2 PM - 5 PM

Event Hours: Saturday, February 29th 6 PM - 11 PM

Breakdown: Saturday, February 29th beginning at 11 PM

1. Set-up is from 2 PM - 5 PM. **ALL VEHICLES MUST BE REMOVED BY 5:00 PM.**
2. NO vendors will be allowed to set up unless full payment has been received.
3. You, your staff, and your booth must remain neat, clean and kept in an orderly fashion. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view. All boxes must be broken down before discarding.
4. Vendors are responsible for having appropriate licenses and collecting sales tax.
5. No beverages may be sold by any vendor unless specifically approved on the application.
6. No handmade signs are allowed. If using tables, make sure they are properly covered.
7. ***Once your application is approved, no refunds will be issued.***
8. The event staff and the City of North Miami will not be liable for any losses or damages of any kind that occur at your booth.
9. ***There are no refunds on deposits or cancellations of the event due to rain or acts of nature.***
10. Only items listed and approved on this application will be allowed to be sold at the event.
11. IF you play music, the volume must be at a level that allows the adjacent vendors, staff members, and the public to conduct business in a normal speaking voice. Failure to comply will result in forfeiture of booth space.
12. You must adhere to hours for the event Saturday, February 29th from 6 PM to 11 PM. Early breakdown will result in exclusion from future City of North Miami events.
13. The City of North Miami reserves the right to reject or accept any vendor.
14. Each company/organization participating in the 2020 NoMi Music Fest shall indemnify and hold harmless, the City of North Miami and all sponsors from all claims, liabilities, costs, expenses and damages which may result from the operation of their concession.
15. Participants in concessions will refrain from consuming & selling alcoholic beverages while working.
16. No vendor may use polystyrene products (plates, bowls, cups, containers, lids, trays, coolers, ice chests, and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities or parks.

APPLICATION CHECKLIST:

- Completed vendor application including signed Vendor Rules and Regulations.
- Food vendors ONLY: Provide the attached menu and price list.
- Full payment for application booth fee.
- Certificate of Liability Insurance naming the City of North Miami as additionally insured.**

I am entering into a contract to participate in the City of North Miami NoMi Music Fest on February 29th, 2020. I agree by all management's rules and regulations. I understand this contract will be legally binding between two parties once the application has been accepted. Vendors should insure their own exhibit and display materials. The City of North Miami does not and will not assume liability for theft, injury, or any other accident that may occur during the event to visitors or vendors.

Vendor Signature: _____ Date: _____

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Vendor Terms & Conditions

GENERAL

One exhibitor is allowed per space. No subletting or sharing of space is permitted. Once registration is confirmed, transfer of a vendor space to an unregistered vendor is prohibited. Booths must be occupied and open for business during all event hours.

No vehicles are allowed in the main event area after 5 PM on Saturday, February 29th or before 11:15 PM. Vendors may start breaking down at 11 PM however, vehicles will not be permitted into the event area until 11:15 PM and attendees have cleared the area. The City of North Miami will have the final decision on this safety precaution and may change breakdown hours depending on circumstances.

FOOD PRODUCTS

Only the food items stated on the application and approved by the City of North Miami may be sold at the event. Food vendors will receive written confirmation on the items approved for sale. The City of North Miami reserves the right to refuse the sale of any items not specifically listed and approved or to refuse the sale of any item not in the best interest of the event, or cease the sale of any food product found not to be safe for public consumption.

To the best extent possible, food items will not be duplicated. If a vendor wishes to add an item after their application has been approved, they must call Kendra Warren at (305) 895-9840 to confirm and receive additional approval.

LICENSURE, APPLICABLE LAWS & REGULATIONS

A copy of your government issued business license must be submitted with your application. All equipment must comply with both state and local regulations and all food service must comply with Health Department regulations. In addition, Food Trucks must also provide an Insurance Certificate naming the City of North Miami 776 NE 125 St North Miami, FL 33161 additionally insured. Insurance certificate is required no later than 1 week prior to event date.

CLEAN-UP

Vendors are responsible for the complete clean-up of their space and disposal of all trash and debris. Disposal of oil and grease is **absolutely** prohibited on site and down City storm basins. Vendors must leave the event area as they found it when they set up and take all measures to prevent grease, oil and food drippings from dropping on and accumulating on asphalt. Failure to comply may result in exclusion from future City of North Miami events.

BEVERAGES

Vendors are prohibited from selling any alcoholic beverages. Vendors may sell sodas, juices, water, tea and Gatorade type beverages. Smoothies, ice cream based drinks, shaved ice, snow cones and slushy type drinks are considered specialty items and are subject to exclusivity.

SALES TAX

Vendors are solely responsible for paying all applicable Florida state sales tax.

TRUCK/TRAILER PARKING & EMPLOYEE PARKING

Parking is extremely limited at the event. There are no accommodations for RVs, POP-UP CAMPERS, LARGE TRUCKS, TRAILERS OR VEHICLES REQUIRING MORE THAN ONE SPACE TO PARK. Each vehicle must be able to fit in one regular parking space. Vendors with multiple employees should encourage their employees to park at the event parking location and take the free shuttle to the event, carpool or get dropped off.

TENTS

Vendor owned tents must conform to booth size. Construction of booth and displays must be able to withstand inclement weather and crowd activity. Tents must be manufactured of flame-retardant materials. Each tent leg must be weighed down in some form or another. The contents of the booth cannot go beyond the assigned exhibitor booth space. Your booth should not interfere with your neighbor's booth.

RESTRICTIONS

Vendors are only allowed to sell items from the front or crowd side of the vendor space. Displaying and selling food from the back of the tent is strictly prohibited. This forces crowds to have to maneuver around electrical hook-ups, cords, etc. and represents a safety hazard. Vendors may only sell food within their tent. It is prohibited to walk through the crowd or near the stage to sell food or other items.

POWER

Should you need electrical, we ask that you provide your own generator - **pre-approval is required for generator placement**. Vendors must supply their own electric cords and it's suggested to bring, at a minimum, a 50 foot extension cord. Please ensure cords, plugs and equipment are up to code.

Lighting/electricity for the inside of your tent must meet the following specifications: no metal clamps, no flat cords, only 12-gauge round cords and only UL approved outdoor grounded cords may be used. All power cords must be taped down.

Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork or seafood to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least 15 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least 15 seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.



When in doubt, throw it out!

Guide To Temporary Food Service Events

*For Florida's
Public Food Service
Establishments*



**Division of
Hotels and Restaurants**

Florida Department of
**Business
Professional
Regulation**

www.MyFloridaLicense.com/dbpr/hr

DBPR Form HR 5030-034

2013 February 15

Temporary Food Service Events

A temporary food service event is an event of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event:

- 1) Type of food service proposed.
- 2) Time and location of the event.
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

Licensing Exemptions

Public food service establishments operating under a current license from the division or from the Department of Agriculture and Consumer Services may operate under the regulations of those licenses at temporary food service events of 1-3 days. For events of 4-30 days, such establishments must purchase a temporary food service event license.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

1-3 day event	\$91
4-30 day event	\$105
Annual	\$1,000

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves. All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or warewashing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When potentially hazardous food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
 - a) 16 mesh to 1 inch screens;
 - b) Properly designed and installed air curtains; or
 - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.