



Delray Beach

# Kidsfest

OCTOBER 26, 2024

12:00 pm—3:00 pm

Old School Square  
51 N. Swinton Ave.  
Delray Beach

## Vendor Application

**MORE INFO:**

Danielle Beardsley, Parks & Recreation  
BeardsleyD@mydelraybeach.com, 561.243.7277



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TRICK-OR-TREATING    PARADE OF COSTUMES    KIDSFEST

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## Trick-or-Treating on the Avenue

11:30 am–1:00 pm

Brought to you by the Downtown Development Authority. Have fun trick-or-treating with the merchants along the Avenue.

## 62nd Annual Halloween Parade

1:00 pm

Brought to you by The Rotary Club of Delray Beach.

Be the parade and show off your costumes! Meet on Atlantic Ave. at NE 5th Ave. to line up for the parade. The parade will end at Old School Square, right into Kidsfest of Delray. Enjoy free ice cream sponsored by the Rotary Club of Delray Beach upon entering Kidsfest at Old School Square.

## Kidsfest

12:00 pm–3:00 pm

Brought to you by the City of Delray Beach Parks and Recreation Department. Takes place at Old School Square, 51 N. Swinton Ave., Food, vendors, arts and crafts, entertainment, and more.

## MORE INFO:

Danielle Beardsley, Parks & Recreation, [BeardsleyD@mydelraybeach.com](mailto:BeardsleyD@mydelraybeach.com), 561.243.7277

# Welcome

## You are invited to join the fun!

Kidsfest was started 36 years ago as an information gathering event to highlight children's services and organizations, targeting health, safety and fun, that are available to parents. Although we still put a large emphasis on the services and organizations, Kidsfest has evolved into a Halloween themed hands-on day for both parents and children. The event will include make-and-take crafts, on-going entertainment, live performances, games, food and more. Kidsfest is free to the public, and attracts hundreds of families with children, ages newborn to pre-teen. Over 4,000 people expected to attend.

## Event Overview

Event Date:	Saturday, October 26, 2024
Event Time:	12:00 pm—3:00 pm
Set Up Time:	10:00 am—12:00 pm
Event Location:	Old School Square, 51 N. Swinton Ave., Delray Beach

### Load In:

You will receive a site map with your designated location and load in directions one week prior to the event. Please secure your own volunteers or staff that will help facilitate load in/out as event staff will be unable to assist. (Hand carts and dollies are recommended).

You will **not** be able to drive up to your space.

### Load-out:

Vendor may not close before 3:00 pm and/or load-out until released by area vendor coordinator.

## Vendor Opportunities

### **All applications are subject to approval.**

Non-Profit (501c3)	\$50.00 + tax (must provide IRS determination letter with application)
Commercial	\$100.00 + tax
Exhibitor	\$50.00 + tax
Food	\$125.00 + tax

Tax Exempt organizations must provide a tax exempt form with application.

*Deadline for vendor space is October 14, 2024*



# Rules & Regulations

- ☞ Booth spaces are 10'x10'. Activities must be limited to assigned space.
- ☞ **Please provide your own tables, chairs and tent.**
- ☞ Set up time opens at 10:00 am. Event runs from 12:00 pm to 3:00 pm.
- ☞ Please bring your own dolly or hand truck. You will **not** be able to drive up to your space.
- ☞ Interactive activities are encouraged (games, demonstrations, crafts, etc.).
- ☞ Shade is limited. If you bring a tent please use weights to secure your tent, **NO SPIKES**.
- ☞ Electric will not be available. Please provide your own power source if needed.
- ☞ Because of limited space, assignments are done on a first-come-first-serve basis. We will limit the number of vendors selling similar items.
- ☞ At various times, the City of Delray Beach videotapes & photographs events to be submitted to the local media, and other publications. By participating in the City of Delray Beach Kidsfest, I/we hereby authorize the City of Delray Beach to reproduce, copy, exhibit, publish, broadcast or distribute any and all such tapes or photographs.
- ☞ All vendor applications will be reviewed to ensure your product or service is the right fit for each event. We will limit the number of vendors selling similar items. Applications are subject to written acceptance by the Delray Beach Parks & Recreation Department's Special Event Administrator.
- ☞ No subcontracting on this Permit or any other permit associated with the rental/special event is allowed.
- ☞ The Special Event Administrator reserves the right to remove or prohibit any exhibit, which, in his/her opinion is not suitable for the Kidsfest of Delray. Prohibited are: 1. Burning (open fires, candles, incense, etc.) 2. Alcoholic beverages sold or consumed. 3. Excessive noise, as determined by designated staff.
- ☞ No refunds will be given if Kidsfest of Delray is canceled due to weather or circumstances beyond the control of sponsor(s). The City of Delray Beach shall not be held liable for loss or damage suffered as a result of any delay, interruption, or failure in performance, to include loss of facility and/or equipment use, under this Park Permit, resulting directly or indirectly from natural disasters or unforeseen circumstances. This also includes any action taken by any agency with jurisdiction in this park and/or activity, including but not limited to municipal, state, and/or federal agency, etc.
- ☞ **LIABILITY INSURANCE:** A Liability Insurance Policy shall be provided with minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of Three Hundred Thousand Dollars (\$300,000) per aggregate. Said insurance policy shall specifically protect the City of Delray Beach by naming City of Delray Beach as an additional insured under the Liability Policy as well as on any Excess Liability Policy coverage. **The official title of the certificate holder is City of Delray Beach, 100 NW 1st Ave., Delray Beach, FL 33444.** This official title shall be used in all insurance documentation.

*I've read the rules and regulations.*  
*(initials)*

# Kidsfest Vendor Application

Organization/Business Name

Contact Name

Phone

Email

Address

City, State Zip

Description of Services/Products/Menu

*Please include PHOTOS of your product/food /materials with your application. Your application will not be reviewed with out it.*

       (please initial) Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastic is discouraged. This includes plastic cups and utensils. No vendor may use polystyrene products (plates, bowls, cups, containers, lids, trays and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities, parks, on city beaches or as part of a City special event.

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|---|--|
| <input type="checkbox"/> Non-Profit (501c3) | \$50.00 + tax (must provide IRS determination letter with application) |
| <input type="checkbox"/> Commercial         | \$100.00 + tax   |
| <input type="checkbox"/> Exhibitor          | \$50.00 + tax  |
| <input type="checkbox"/> Food               | \$125.00 + tax   |

Tax Exempt organizations must provide a tax exempt form with application.

*Deadline for vendor space is October 14, 2024*

*Please Make Checks Payable to: **City of Delray Beach**, Attention: Kidsfest, 50 NW 1st Ave., Delray Beach, FL 33444. Major credit cards can also be accepted by calling Danielle Beardsley at (561) 243-7277, online, or registering in person at the Delray Beach Community Center, 50 NW 1st Ave., Delray Beach, FL 33444.*

## Waiver

**NOTICE:** This permit contains a release indemnity and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

**TO CITY OF DELRAY BEACH:** In consideration of the opportunities afforded to me and/or my group by this Permit, I, the undersigned participant, freely agree to and make the following contractual representations and agreements:

I, the undersigned, do hereby knowingly, freely, and voluntarily release, waive, discharge, indemnify, and hold harmless the City of Delray Beach, its officers, employees, agents, and volunteers from any and all liability, losses, expenses, damages, claims, causes of action or judgments, including without limitation attorneys' fees and court costs, which may be sustained by me and/or my family directly or indirectly in connection with, or which may arise out of, my participation in the event. I acknowledge that the City will not be responsible or liable for any personal injury or property damage caused in whole or in part to my person.

I have read this agreement and fully understand its terms. I further understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing this agreement and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of, and indemnification from, any and all liability to the greatest extent allowed by law and agree that, if any portion of this agreement is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

**NOTICE:** This document is deemed a public record under the laws of the State of Florida and can be inspected by anyone, including vendors and caterers, who may solicit business from this record.

Signature

Date

### **Before sending please double check:**

- Proof of insurance attached naming City additionally insured.
- Application filled out neatly and completely
- Read and signed waiver
- Read and understand rules & regulations
- Copy of menu (FOOD vendors only)
- Non-Profit determination letter (501 (c)3 only)
- Tax Exempt form (if a tax exempt organization)