

City of Sebring
Special Event Application – Vendor Pop-Up Reservation

Section 01 - Organization Information			
Name of Organization			
Street Address	City	State	Zip Code
Telephone Number	Fax Number	Are you a 501(C)3 or other non-profit Organization? ☐ No ☐ Yes If yes, Corporate Name:	
Person in Charge / Contact Person		Affiliation	
Street Address	City	State	Zip Code
Email Address	Telephone Number	Mobile Phone Number	Phone Number on Day of Event:
Emergency Contact Name	Emergency Contact Phone Number		

Section 02 – Pop Up Information			
Name of Event	Do you require electricity? ☐ Yes ☐ No	Date of Event (mm/dd/year)	
Rain Date (if applicable)		Starting Time of Event	Ending Time of Event
General description of the business:			

Vendor Pop-Up Guidelines

Acceptable Vendors: (Retail Goods Only)

- ☐ Handmade goods (jewelry, candles, home decor, etc.)
- ☐ Art, prints and crafts
- ☐ Boutique apparel and accessories
- ☐ Wellness, skincare, and lifestyle products
- ☐ NO FOOD OR BEVERAGE SALES

Rules and Regulations:

- ☐ The Vendor Pop-Up hours of operation are **8:00 a.m. to Park Closing**.
- ☐ Vendors must remain within the designated space of the Vendor Pop-Up booth.
- ☐ City Staff reserves the right to revoke participation for non-compliance or due to a scheduling conflict.
- ☐ City Staff may inspect booths at any time.
- ☐ Setup and breakdown must be completed within approved time of event; NO overnight storage is permitted.
- ☐ Vendors are responsible for cleaning the Vendor Pop-Up booth and space after the event.
- ☐ Vendors are required to provide **liability insurance** (see pg. 2 for details).
- ☐ No illegal, offensive, or hazardous materials may be sold or displayed.
- ☐ Vendors must notify City Staff at least **48 hours in advance** to cancel.
- ☐ Special events will have precedence in scheduling.
- ☐ Application Submittal is required **2 Weeks** in advance.
- ☐ The Vendor Pop-Up usage is limited to a maximum of **six uses per calendar year**, with a maximum of **three days** consecutively.

Agreement & Signature

I understand that submitting this application does not guarantee acceptance. If accepted, I agree to comply with the above rules and all applicable State and Local laws and requirements.

Signature: _____

Date: _____

Indemnification/Hold Harmless Agreement

Applicant hereby agrees to indemnify and hold the City of Sebring (“City”) harmless from any and all damages, loss or liability occurring by reason of any injury to any person or damage to property which may occur as a result of the special event by Applicant or its officers, agents, representatives, guests, employees, invitees, or persons contracting with any of them or by an act or omission, neglect, or wrongdoing of Applicant or its officers, agents, representatives, guests, employees, invitees, or persons contracting with any of them and Applicant will, at its own cost and expense, defend and protect the City against any and all claims or demands which may be claimed to have arisen as a result of or in connection with the special event by Applicant or its officers, agents, representatives, guests, employees, invitees, or persons contracting with any of them or by an act or omission, neglect, or wrongdoing of Applicant or its officers, employees, agents, representatives, guests, invitees, or persons contracting with any of them. Applicant does hereby remise, release, satisfy, quit claim and forever discharge the City from any and all actions, claims and demands that it ever had, now has, or may have against the City as a result of the special event by Applicant or its officers, employees, agents, representatives, guests, invitees, or persons contracting with any of them.

If required by City Council, Applicant agrees to maintain liability insurance for the event in an amount of at least \$1,000,000 combined single limit coverage of Bodily Injury and Property Damage. Applicant will have the City named as an additional insured on Applicant’s liability policy and will provide a current Certificate of Insurance prior to the event as evidence of Applicant’s compliance.

In any action brought for the enforcement of the terms of this agreement through the courts, the City shall be entitled to recover reasonable attorney's fees, paralegal fees, court and other costs, to and including appeal from Applicant.

Printed Name

Signature

Date

Relationship to Event Organization

Witness