



620 Main Street  
Haines City, FL 33844  
Phone: (863) 421-5577  
Fax (863) 419-3168  
[www.hainescity.com](http://www.hainescity.com)

## The Latin Business Expo Vendor Application

City of Haines City- Community Redevelopment Agency  
Lake Eva Event Center  
Saturday, November 18, 2023 - 10:00am to 6:00pm  
Respond to [CRAinfo@hainescity.com](mailto:CRAinfo@hainescity.com)

Type of Vendor: ☐ Marketplace ☐ Food

Name of Business: \_\_\_\_\_

Owner/ Manager of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Electric: ☐ Yes ☐ No      Water: ☐ Yes ☐ No      Total Number of Employees: \_\_\_\_\_

Specific items to be sold & their price: \_\_\_\_\_

**Marketplace Vendors:** Marketplace vendors must be selling an artisan or makers item (craft, arts, soaps and wares, fashion products, etc.) only. No prepackaged items may be sold or displayed without prior approval. All items must be crafted and made by individuals and artists. Applications will not be considered unless all appropriate documents are enclosed and application is completely filled out.

**Food Vendors:** Vendors “restaurants” may give out a sample, but may not sell food items at the expo. Products must be fresh market quality (fresh fruits, vegetables, smoothies, etc.) and may not be prepackaged food unless prior approval is requested. Applications will not be reviewed unless all of the following documentation is included with the completed filled out application:

- Each food vendor must have the appropriate food license and permit required by the State of Florida posted in a visible area on their booth. Food must be kept at proper temperature and protected from exposure to the customers.
- An insurance certificate with a minimum of one-million-dollar coverage listing the Haines city as a certificate holder must be submitted with your application.

### Note:

If electric is required for your set up, please plan on providing your own source of electricity, as ours is limited. After your application has been reviewed, your confirmation will come via email or phone. Be sure to include your email address above. If your application is denied, we will inform you via email or phone.

### Rules & Regulations

- Set up will begin at 8:30 am on Saturday, November 18<sup>th</sup>, 2023. All vendors must be completely set up by 9:30 am and all vehicles moved from loading area and parked in the parking lot.  
*Parking is available on a first come, first served basis in designated areas.*
- Please do not arrive before the scheduled set up times.
- Each vendor will have a designated spot and must have their own signage. (1 table, 2 chairs and 1 table cloth will be provided)
- Vendors shall be responsible for all display materials
- Failure to be set up and remove your vehicle by the assigned time may result in denial of your application for future events.
- Vendors are prohibited from shouting their products in an attempt to gain customers.
- The events sponsored by the Haines City CRA department are family- oriented. Vendors are prohibited from selling items that are vulgar or offensive or that go against family values.
- Vendors are prohibited from putting stakes in the concrete, asphalt or lawn and adhering any items to walls for any reason.
- The Haines City CRA Department will not be responsible for lost, damage or stolen property. Accordingly, each vendor shall take all necessary precautions to protect valuables.
- Vendors must keep their designated area clean and provide garbage bags for vending materials (boxes, containers, large bags, etc.)
- At the close of the event, all garbage must be taken with you.
- **Non-refundable vendor fees (includes 7% sales tax) are as follows:**
  - \$69.55 "Small Business" (1- 5 employees)
  - \$107.00 "Mid-Size Business" (6-15 employees)
  - \$160.50 "Large Business" (15+ employees)
  - \$60.00 non-profit vendor space (*must provide a copy of non-profit documentation*)
- Application will not be processed without fee.

**Please make all checks payable to: City of Haines City**

All payments can be taken to the Haines City Community Redevelopment Agency office located at 303 Ledwith Ave Haines City, FL 33844.

**Payment deadline: Friday, November 3, 2023 by 5:00pm.**

Haines City Community Redevelopment Agency Department reserves the right to reject any business without reason. Please initial the following:

\_\_\_\_\_ The undersigned agrees that (s)he has read and understood the rules and regulations of the event and will be able to comply with all to the rules and regulations described. The undersigned understands noncompliance will result in removal of the activity from the area. The undersigned also agreed to indemnify and hold harmless the City of Haines City, the CRA Department, staff and/or volunteers and the building owners and tenants of any/all liabilities.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Date received: \_\_\_\_\_ Date Approved/Confirmation: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Form of payment: \_\_\_\_\_ Check No. \_\_\_\_\_