

# The Taste the Islands Experience 2018

June 2, 2018 | Fort Lauderdale Historical Society | [www.ttiexperience.com](http://www.ttiexperience.com)

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## CULINARY VENDOR APPLICATION

Please submit the following information for confirmation as a participating restaurant, caterer or bakery. **Deadline to submit is Friday, May 4, 2018.**

- 1) Vendor Application & Associated Documents
- 2) Certificate of Insurance (COI)
- 3) \$250 Refundable Deposit

### CONTACT INFORMATION:

Island Syndicate (Event Producer)

Katie Hwang | (417) 812-5663 | [support@islandsyndicate.com](mailto:support@islandsyndicate.com)

## EVENT SCHEDULE

Outlined below is a brief overview of the event's schedule on June 2nd, 2018 :

- 8:00 AM - 1:00 PM** Load in
  - 3:00 PM** All Participants must be set up and ready for inspection
  - 3:45 PM** Taste the Islands Experience Vendor Photo TTIIX 2018 Photographer will come by to take your photo
  - 4:00 PM** Participants must be ready to serve.
  - 9:00 PM** Vendors may stop serving and begin load-out (remaining bites may be left on table)
- \*Note: this schedule is tentative and subject to change.

## SAMPLING DETAILS

Participants should be prepared to supply and prepare 2 to 3 menu items with 700 to 1,000 samples of each item. Participants are responsible for food items and transportation to the event.

## EQUIPMENT

Access to the Fort Lauderdale Historical Society kitchen will not be possible on event day for food preparation. All food prep must be completed at participant's licensed place of business.

Participants must also supply all food service equipment required to operate their food booth and serve their sample(s) and pairings. Participants should not rely on refrigeration units for long-term storage of perishable items and must provide a cooler if cooling storage is necessary. Participants should also provide their own heating lamps, heating units, and additional heating equipment if necessary.

## ELECTRICITY

If you need electricity, please notify TTIIX 2018 event producer at [support@islandsyndicate.com](mailto:support@islandsyndicate.com) by filling out the section of the Participation Agreement pertaining to electrical needs and submitting no later than **May 4, 2018**. Electrical requests not submitted by this date may not be fulfilled.

## SANITATION & DISPOSAL OF WASTE MATERIALS

Participants are responsible for maintaining a high standard of sanitation. It is the responsibility of the Participant to dispose of all waste materials in accordance with local and state laws, including, but not limited to oils, chemicals, or waste materials that require special handling.

## EVENT RESTRICTIONS

Participants may not extend beyond the boundaries of their designated booth space. Island Syndicate reserves the right to dictate all placement of Participant space.

Participants will receive:

- 10' x 10' tented space. Space will be assigned by Event Producer.
- (2) 8ft tables with linen: (1) Black linen for display table in front and one (1) plastic linen for back table
- (2) folding chairs.
- (1) black trash can with 4 trash bags.
- (1) Event signage

## STAFF CREDENTIALS

- (3) Staff badges
- Business name and logo added to the **ttiexperience.com** and **islandoriginsmag.com** website, Event Program Booklet, and promoted on social media
- Allowed to purchase up to (2) discounted tickets at 50% off \$95 price (\$42.50 each)

**Additional credentials can be purchased at a discounted rate - maximum of two (2) – by filling out the section of the Participation Agreement pertaining to credential needs and submitting the form no later than May 18, 2018. Credential requirements not submitted by deadline will not be accommodated. All badges need to be collected on-site at venue on June 1, 2018 at the Participant Check-In table between the hours of 12 noon and 4:00PM.**

Staff credentials must be worn at all times while staff and personnel are on event premises

All Participants staff/personnel must be on-site and ready for inspection by 3:00pm and ready to serve at 4:00pm.

## FEES

Participants are not charged for exhibit space on three conditions:

- (1) Participants provide and distribute a minimum of 700 to 1000 samples of 2 to 3 different items and optional pairings;
- (2) Participants submit a completed and executed Participation Agreement and COI; and
- (3) Participants are ready to serve by 4:00pm and load-out beginning at 9:00pm on event day (June 2, 2018).

Unless a cancellation notice is received by the Taste the Islands Experience Committee (as detailed below), Participants will be charged a \$250 cancellation fee. The \$250 fee will also be assessed if Participants do not show up and/ or are not prepared to serve on event day by 4:00pm.

## CANCELLATION NOTICES

Cancellation notices must be in writing and received by the Taste the Islands Experience Committee no later than May 1, 2018. Participating Vendors that do not show up on event day and/or are not prepared to serve on event day by 3:30pm without written notice by **May 1, 2018** will forfeit their \$250 deposit. **(Initial \_\_\_\_\_)**

## CERTIFICATE OF INSURANCE

THE CERTIFICATE OF INSURANCE REFLECTING THE REQUIRED COVERAGE MUST BE ATTACHED AND MADE A PART OF THIS AGREEMENT.

Island Syndicate requires that all participants submit a Certificate of Insurance (COI) and DBPR permit - FOOD PERMIT by **May 4, 2018** in a form comparable to the below.

The COI must at least contain the following minimum coverages:

Commercial General Liability:

- \$1,000,000 Per Occurrence
- \$2,000,000 Aggregate
- Liquor Legal Liability (if serving a pairing):
- \$1,000,000 Each Common Cause
- \$1,000,000 Aggregate

Each insurance policy must be written by an insurance company authorized to do business in the State of Florida and shall be endorsed to list "Island Syndicate and Fort Lauderdale Historical Society as Additional Insured." (See attached detailed description of COI requirements).

Such policies shall be endorsed to provide that such policies shall not be canceled, modified or terminated without thirty (30) calendar days prior written notice to Island Syndicate.

# FOOD VENDOR APPLICATION

PARTICIPATION TYPE: ( ) NOT COOKING ON SITE ( ) COOKING ON SITE

CONTACT NAME \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MOBILE PHONE (\_\_\_\_\_) \_\_\_\_\_ BUSINESS PHONE (\_\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

WEBSITE URL \_\_\_\_\_

## ADDITIONAL REQUESTS:

**ELECTRICITY:** (YES) or (NO)

**Please submit application with the following items:**

- **Completed application with signature submitted by May 4, 2018**
- **Food sampling list/menu**
- **Current proof of insurance coverage**
- **A refundable deposit of \$250 will be collected upon acceptance of this Application; should Participant not provide a cancellation notice by May 4, 2018, and not serve on event day, this deposit will not be refunded.**

There is a limited number of spaces accepted for the event. Return your application on or before the deadline of **May 4, 2018** for the best chance of acceptance. Scan and email the completed application to: Island Syndicate - support@islandsyndicate.com . Call 417-812-5663 with any questions.

# FOOD VENDOR PARTICIPATION AGREEMENT

The Agreement is entered into between, "Island Syndicate" and the "Taste the Islands Experience" ("TTIX 2018"), and the undersigned Participant, ("the Participant"). As an authorized agent or office of the business, named below, the Participant hereby agrees to the following terms and conditions as contained in the Agreement.

It is hereby agreed that I, \_\_\_\_\_ as an authorized representative for \_\_\_\_\_ (the Participant) will occupy one booth and offer 700 to 1000 sample items of food/ beverage as listed on sheet attached hereto and made a part of the Agreement, at TTIX held on Saturday, June 2, 2018 beginning at 4:00 PM. Set up for vendors will begin day of event at 10:00 AM and the Participant must be set up by 3:00 PM. (Initial \_\_\_\_\_)

In exchange for the rights to promote and advertise your business, the Participant shall follow the following guidelines:

## CONDITIONS OF AGREEMENT

- The Participant shall indemnify and hold Island Syndicate, The Fort Lauderdale Historical Society and the Taste the Islands Experience harmless from and against all claims, liabilities and expenses arising from or in connection with the vendor's products or services.
- The Participant shall abide with all applicable Federal, State, County and City laws and regulations and be responsible for obtaining and or possessing any and all permits and licenses that may be required including, State Health Department regulations and food handling permits. The Participant agrees to provide, with their application, a certificate of commercial general liability including product and complete operations insurance covering participation in the event. All Participants are required to have a current and verifiable Food Handling, Catering or Participant License and General Liability insurance. Participants must also purchase a \$91.00 Temporary Event license from the State of Florida Hotel & Participant Division if not licensed yearly in the State of Florida. This fee will be collected by the State inspector during the inspection process. Vendors with a State of Florida yearly license should present their license to inspectors during this process.
- All space assignments and the rights, obligations and duties of the vendors hereunder may not be assigned or otherwise transferred.
- This agreement and the rights, obligations, and duties of the vendors hereunder may not be assigned or otherwise transferred.
- This agreement does not create any rights for the benefit of any third party.
- All vendors have access to trash receptacles. Vendors must use designated dumpsters for their trash. Each Vendor is responsible for area cleanup.
- If you plan to use any propane/gas related appliances or plan to have an open flame at The Event, you must secure a permit with the City of Fort Lauderdale Fire Department.
- Participant must furnish all electrical appliances, extension cords and equipment necessary for the preparation of food and for your space. You must have a minimum of a 5 ft. high grade electrical cord in BLACK. NO ORANGE OR YELLOW cords allowed.
- Space must be completely set-up, decorated and ready for thorough inspection by 4:00 PM.
- Should Island Syndicate cancel the Taste the Islands Experience for any reason, this agreement shall be null and void of the date of said cancellation. The Participant and the Taste the Islands Experience shall release each other from any and all further obligations whatsoever.
- Participant agrees to allow use of video and photography taken by event organizers at The Event for promotional purposes. Any photos taken by the event are the property of the event.
- Hours of operation will be 4:00 PM – 10:00 PM on Saturday, June 2. All vendors are required to remain open at all times, rain or shine, throughout the TTIX 2018, and must be prepared with adequate supplies to accommodate patrons.
- Absolutely no one under the age of 21 is permitted in The Event, this includes infants. Pets are NOT ALLOWED on the event grounds. Participant employees or contract associates of any kind participating in the event must have appropriate identification to show as evidence of legal age

at the entrance for admittance. If they do not have proper identification they will be denied admittance.

- Police security will be provided for the perimeter, however Island Syndicate and the Fort Lauderdale Historical Society are not responsible for loss of inventory or damage to work or other property of vendors and/or participants.
- Any problems encountered with event attendees should be immediately reported to event management.
- All Participants in the Taste the Islands Experience will be located in a particular area. Per Fire Marshall regulations, you may NOT cook within 20 feet of ANY space.
- The Participants space will be assigned on a first come, first served basis upon signature of completed application form which includes submission of certificate of insurance and approval by the Taste the Islands Experience Committee.

**I AGREE:** I have read and agree to abide by all rules and regulations set forth by the executive producer and event producer. I have read and understand that the event producer can deny my participation for any reason. **I understand that this application is not a final agreement and that ALL agreements will be formalized after Participant applications have been reviewed and selected.**

## MENU

Please indicate up to 3 menu items that you are interested in sampling:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

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

Your Position: \_\_\_\_\_ Date: \_\_\_\_\_

### **(FOR OFFICE USE ONLY) DO NOT WRITE BELOW THIS LINE:**

Company Name: \_\_\_\_\_

Did Participant sign the agreement? (Yes) or (No)

Payment Received : \_\_\_\_\_ Insurance Received: \_\_\_\_\_

Menu Received: \_\_\_\_\_ Assigned Space/Area: \_\_\_\_\_

TTIX 2018 Staff Signature: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

INDICATE YOUR FOOD ITEM SAMPLES BELOW:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

### **ALCOHOLIC BEVERAGES:**

The Event staff is responsible for checking ID's and providing wristbands to all guests. No alcoholic beverages are to be provided to anyone without the proper wristband. Any Participant caught violating this policy will be shut down and excused from the event without a refund. Additionally, anyone caught providing alcohol to someone without the proper wristband will be reported to the authorities checking for ID. **(Initial\_\_\_\_\_)**

**SECURING YOUR SPACE** The Participants space will be assigned on a first come, first served basis, upon signature of completed application form, which includes submission of certificate of insurance and approval by the Taste the Islands Experience Committee. **(Initial\_\_\_\_\_)**