

## FOOD VENDOR GUIDELINES

**LOCATION:** 401 East Seminole Blvd., Sanford, FL 32771

**TIME:** Festivities start immediately after parade  
(estimated start time 11:00am and end time 4:00pm)

*MLK Festival will be held on the  
event grounds of the  
Sanford Civic Center, near the  
beautiful shores of  
Lake Monroe*

1. Vendor setup is 6:30am to 9:30am on the day of the event, Monday, January 15, 2024. Vehicles are only allowed in the park for vendor setup purposes. Please make sure that your vehicle is out of the park by 9:30am. A vendor space will be assigned at check-in.
2. Tables, tents, chairs, and special equipment will be the responsibility of the vendor. Please do not leave vendor area unattended. In the case of high winds, please secure tents.
3. Subletting of vending space or power prohibited.
4. Food vendors must indicate food items being sold. Once approved, payment must be received by application deadline, January 5, 2024. Space is limited so assignments will be granted on a 1<sup>st</sup> come 1st serve basis.
5. Food Vendor space is 10 x 10. A \$100 fee for additional 10 x 10 space.
6. All approved vendors will have to complete a City of Sanford, Hold Harmless and Indemnification Agreement (available on the next page)
7. No alcohol or controlled substance will be allowed.
8. Food vendors must properly dispose of trash, oil and grease.
9. Food Trucks are responsible for traffic cones in the front and back of vehicle.
10. Electricity will not be provided. Low noise generators are allowed.
11. Food Vendors MUST have \$1,000,000 Product Liability Insurance, with the City of Sanford and the Dr. Martin Luther King, Jr. Celebration Committee as additional insurers. Please submit a hard or electronic copy along with payment. NO EXCEPTIONS, MUST BE PROVIDED BY APPLICATION DEADLINE – January 5, 2024.
12. REFUND POLICY: NO REFUNDS due to inclement weather or No Shows. If an alternate event date is rescheduled due to weather, all approved vendors will be automatically approved to vend on this date.
13. Breakdown and Clean-up starts at 3:30pm. A MLK Committee Member will check each Food Vendor's area from 3:45pm to 4:30pm for clean-up approval. All waste materials (trash, oil/grease) must be properly disposed to receive \$50 deposit.