



2025 Independence Day Non-Food Vendor Registration Form



No Registrations Accepted After Friday, June 27th, 2025

Contact Information

Organization Name _____
Contact Name _____
Phone _____ Email _____
Mailing Address _____
City _____ State _____ Zip Code _____

Billing Information

Check here if billing and contact info are the same

Organization Name _____
Contact Name _____
Phone _____ Email _____
Mailing Address _____
City _____ State _____ Zip Code _____

Booth Information

Proof of license, registration, and insurance are required for each vehicle

Number of 10'x10' spaces requested _____

Description of products or services _____

Type of Booth (Please select one):

- | | | | | | |
|---------------------|--------------------------|---------------|--------------------------|------------|--------------------------|
| Business/Commercial | <input type="checkbox"/> | Arts & Crafts | <input type="checkbox"/> | Non-Profit | <input type="checkbox"/> |
| Cottage | <input type="checkbox"/> | Political | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Business/Organization Type	Vendor Fee
Commercial Organization	\$75
Non-Profit Organization	\$50

Please complete this form in its entirety and return/email to Kaley.Berry@pbfl.org



2025 Independence Day Non-Food Vendor Registration Form



Saturday, July 5th, 2025 5 PM - 9 PM

Eastern Florida State College

250 Community College Pkwy, Palm Bay, 32909

Must be a Business, Not for Profit, Civic Group, or Govt Entity to participate

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Event Description:

- 2025 City of Palm Bay Independence Day Celebration
- Eastern Florida State College Palm Bay Campus - 250 Community College Pkwy, Palm Bay, 32909
- 5 PM - 9 PM - Fireworks begin at 9:15 PM
- Free admission to the public. Live band, kids' zone, food trucks, vendors, and FIREWORKS!

Information and Requirements: (Please read carefully)

- **Vendor fee for each 10' x 10' space:**
 - **Commercial Organizations: \$75**
 - **Non-Profit Organizations: \$50**
- Vendor registration deadline is **Friday, June 27th, 2025.**
- Reservations are first come, first served.
- Applications must be preapproved for this event. Palm Bay recreation reserves the right to refuse any vendor application.
- Vendor must read and sign the attached waiver. Please fill out vendor registration form completely.
- Vendors must also provide the city with a certificate of liability insurance with \$1,000,000 of personal/adv injury and \$2,000,000 general aggregate. Eastern Florida State College must be listed on the policy in the bottom left corner as a certificate holder with their address:
 - Eastern Florida State College
 - 250 Community College Pkwy, SE
 - Palm Bay, FL 32909
- Additional description must read: "City of Palm Bay/Eastern Florida State College are added as additional insured with respect to General Liability via form.
- Must provide vehicle insurance.
- All fees for the event are non-refundable, unless event is cancelled by the City of Palm Bay.
- Electricity is available upon request with additional waiver and fee. Water is not available.
- Vendor must provide their own table, tent, chairs, extension cords, tent weights (**Min. 25 lbs per tent leg**), etc.
- Vendors cannot request a space location. Locations will be determined by the Recreation staff.
- Vendor set up time is between **1 PM** and **4 PM.**
- All vendors **MUST** be set up in their assigned location, with vehicles moved to the proper parking location, no later than 4 PM. No refunds will be issued if you arrive late.
- **Vendors must stay open until 9 PM.**
- Vendors can begin packing up at 9 PM, but for safety purposes, no vendors will be permitted to drive their vehicle on the fairgrounds until fireworks have concluded and confirmation has been given by recreation personnel that it is safe to drive in the area. However, vendors are free to walk their equipment to their vehicle during the firework show.
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. remove all debris such as boxes and trash.
- This event occurs rain or shine. Be prepared for wind, rain, and-or extreme heat.



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Liability Waiver & Image Release

The Vendor shall defend, save, and hold harmless Palm Bay Recreation, the City of Palm Bay, their respective officers, agents, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability, or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or any other loss or injury whatsoever or not specifically described herein, whether past, present, or future. Booths are not insured by Palm Bay Recreation, the City of Palm Bay, or any sponsoring agents. Vendors must make provisions for safeguarding their goods. Vendor assumes full liability for protecting, care and maintenance of vendor's property. The undersigned also agrees and gives permission for their likeness, or the likeness of their child, to be photographed or videotaped and that such image may be published in an outlet used to promote or publicize the City of Palm Bay programs.

Authorized Signature _____ Date _____

Please complete this form in its entirety and return/email to Kaley.Berry@pbfl.org

**For additional inquiry and information please contact
Acting Special Events Coordinator: Kaley Berry
(o) 321-726-2686 - or - (c) 321-423-0993**

For Office Use Only:
Amount Paid: _____ Receipt # _____ Date: _____ Staff: _____
Proof of Insurance attached: YES NO Space Number(s): _____

