



Saturday in the Park with Music & the Arts!

Vendor Event Information

- Who:** College Park Neighborhood Association (CPNA)
- What:** Saturday in the Park with Music and the Arts!
- When:** Saturday March 9, 2019
9:00AM until 10:00PM
- Where:** Dartmouth Park, 822 Dartmouth Street in Orlando's beautiful College Park
- Why:** To have fun, meet & mingle with family and friends in the College Park community
- Sign Up:** To be a vendor is easy! Sign up for your 10 X 10 space at mycpna.org
Sign up, space is limited!
- How Much:**
- | | |
|-------|----------------------|
| \$175 | No electricity |
| \$225 | Includes electricity |
| \$275 | Food Trucks |

*Vendor is responsible for providing a tent and lighting, as well as other item necessary to run/maintain the booth (i.e. table, table cloth, extension cords, decorations, etc.). **Basic six (6) foot tables are available for rental from CPNA for \$20.00 each.***

EVENT GENERAL OVERVIEW:

The College Park Neighborhood Association (CPNA) is hosting **SATURDAY IN THE PARK with MUSIC and the ARTS** and we are delighted to have you be a part of our event! We are extremely excited about our new format and we know you will be too! This is a daytime and evening event that will include a wide variety of entertainment options for all ages!

Daytime

The daytime portion will highlight a variety of entertainers from our local schools, churches, local talent, including our VFW musicians, the Orlando Ballet and more! The kids will love the vintage atmosphere of the "Classic Carnival" on the west end of the park. The young and young at heart will have a blast at the dunk tank, money grab machine, rock climbing wall, bounce house and other familiar fun attractions! Some of our local College Park schools will display artwork for purchase. *Schools retain 100% of all artwork proceeds!* A few of our local professional artisans will also be on-hand to display and demonstrate their talents! Their works will be available for purchase or for future commissions.

Evening

The evening portion of the event is new for this year! Local breweries will be present in our beer garden that will also include our first ever **SILENT DISCO!** Music from all genres is transmitted to headphones of each guest. Headphone rental quantity is limited to 150 patrons at a time and ID is required. There is no age or purchase restriction for beer garden entry. Princeton Elementary and St. Charles Borromeo Catholic School are co-hosting a complimentary movie in the park. Goodies will be available for purchase from Princeton PTA. Food trucks will be available for evening eats and treats.

EVENT HOURS:

DAYTIME 11:00AM – 5:00PM		EVENING 5:00PM – 10:00PM	
All Vendors and Food Trucks		Food Truck Vendors Only	
Vendor Setup	9:00AM to 11:00AM	Transition to Evening	5:00PM
Park Opens to Patrons	11:00AM	Food Truck Vendors Only	Until 10:00PM
Vendor Breakdown	5:00PM	Breakdown	10:00PM

STREET CLOSURES:

Dartmouth Street and New Hampshire Street will be closed to general thru traffic at 11:00AM. Vendor access will be granted to these streets if needed.

All streets reopen at 6:00PM **EXCEPT** the EAST BOUND LANE of Dartmouth Street (the side closest to the park). Dartmouth will open as a one lane, one way street beginning at 6:00PM. Food Truck parking is on Eastbound lane of Dartmouth only.

SOME FINE PRINT:

- This is a rain or shine event! No refunds. Includes, but not limited to, weather, failure to adhere to Terms & Conditions, and/or Vendor no-shows.
- Vendor must sign and submit the College Park Neighborhood Association (CPNA) Hold Harmless/Indemnification Form in order to participate in event (this will be sent to the name/email on file, at the time of registration). **Failure to submit signed document will deny Vendor access to the event.**
- Vendor is responsible for Occupational and other licenses, as required by law:
 - **Proof of Liability Insurance, listing the College Park Neighborhood Association as an Additional Insured**, is required for ALL Vendors (if you are not required to carry Liability Insurance, please contact the College Park Neighborhood Association to discuss other options). Failure to submit proof of insurance/Additional Insured (COI) could deny Vendor access to the event.
- Food Vendor is required to have food service license and must comply with all state laws and regulations.
- Alcohol Vendors are required to have the appropriate permit, submitted to the College Park Neighborhood Association via email no later than one (1) week prior to event, and must comply with all state laws and regulations. CPNA will make every effort to accommodate requests, however cannot guarantee all requests can be honored.
- Food Truck / Food Vendors must select/pay the correct registration level, and indicate need for electric.
- Vendor is responsible for their own extension cord(s) in order to connect to electricity. We do NOT provide extension cords or lighting.
- Non-food Vendors may NOT give away or sell any food or drink products - promotional give-away of food and/or drink is strictly prohibited.
- Vendor Check-In & Set-Up begins at 9:00AM - NO early arrivals.
- Vendor must abide by all rules & regulations, including directions provided at check-in/arrival. Failure to adhere to instructions may deny Vendor entry to this (forfeiture of registration fee) and future events.
- Vendor is responsible for maintaining their booth area at all times, and must keep their space tidy and remove all trash (during event and at tear down).
- Vendor, or a representative of your business, is required to remain in and/or with the booth throughout the entire event.
- Booth breakdown is at 5:00PM; early tear down may deny entry to future CPNA events.
- There is no Vendor exclusivity of product, and registration is 1st come 1st serve; the Saturday in the Park Committee will make every effort to limit duplication of product, and reserves the right to deny registration if too many of one Vendor type has been submitted. CPNA will manage the admittance of Vendors, and reserves the right to deny registration to any Vendor that is not proper for this event.
- If you have questions regarding your Vendor Space/Registration, please EMAIL: Allie Loveland at grantsforkids@gmail.com