



## 2019 Taste of Sunrise

Sunrise Civic Center Grand Ballroom ♦ 10610 West Oakland Park Boulevard  
Wednesday, January 16, 2019 ♦ 5:00 p.m. to 8:00 p.m.

The City of Sunrise taste event is scheduled to take place on Wednesday, January 16th at the Sunrise Civic Center Grand Ballroom, 10610 W. Oakland Park Blvd. Sunrise, FL 33351. This family-friendly event is a cost-effective means of promoting your restaurant or catering business to residents of western Broward County. This event is open to the public and admission is offered at a minimal cost. The City provides vendors with a maximum of two six-foot tables and free admission for up to five employees who are working the event.

**DEADLINES:** The Taste of Sunrise event is promoted extensively via the City website, social media posts, marketing releases and print and radio ads. High resolution company logos will be prominently included in print advertising and participating company names will be mentioned in radio advertisements. Visitors to the City's website will be redirected to your company's site via hyperlink. **To be included in these promotions, applications must be submitted and completed by December 16, 2019.** To generate the greatest promotional exposure for your business, please apply early.

**The application deadline for this event is Friday, January 4, 2019.** However, spaces are expected to fill quickly and it is possible that we may reach vendor capacity prior to the deadline.

**APPLICATION PROCESS:** Submission of an application does not imply or guarantee acceptance into the event. Available vendor slots will be assigned on a first come, first serve basis. Substitutions are prohibited. Vendors will be selected based on the variety of the menu items to be provided.

In order to be considered, applications must be completed, signed, and accompanied by: proof of adequate liability insurance (see insurance information below); a menu or link to your company website displaying the items being served, and a clear, preferably high resolution image of your logo for use on our website and in other promotional materials.

**INSURANCE REQUIREMENTS:** Food vendors must submit a certificate of insurance to the City of Sunrise containing the following:

- Evidence of Commercial General Liability at a limit not less than \$500,000 each occurrence/\$1,000,000 annual aggregate
- Certificate Holder: City of Sunrise, Leisure Services Dept., 10610 W. Oakland Park Blvd., Sunrise, FL 33351
- Additional Insured Endorsed: City of Sunrise, A Municipal Corporation

Please be advised that the City reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverage and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein.

**VENDOR REQUIREMENTS:** Participants agree to serve taste sized portions for the full three-hour event to approximately 500 guests. Vendors must supply ice, if needed, paper and plastic goods, proper serving utensils, and shirts and name badges for their event staff. Vendors are also required to bring a code-compliant fire extinguisher if cooking or heating food. An Alcohol License and Special Events Permit from AB&T is required for vendors serving alcohol at the event.

**SET UP, BREAK DOWN, AND CLEAN UP:** Set up begins at 12:00 p.m. and must be completed by 4:30 p.m. Break down begins at 8:00 p.m. Absolutely **no** early set ups or breakdowns are permitted. Vendors are responsible for all garbage removal from their space(s). Trash must be disposed of in the designated receptacles. Vehicles are permitted near the building only to unload supplies and equipment. Thereafter, vehicles must be moved to the designated vendor parking area. Please be courteous to your fellow vendors when loading and unloading your vehicle(s).

**DISPLAY AND PRESENTATION:** The City of Sunrise reserves the right to control the look and visual impact of the event. Vendors are responsible for creating a professional and visually attractive space. The City reserves the right to request improvements to displays if necessary, or to relocate booths. Vendors must provide their own table coverings. All booth tables **must** be covered. Vendors must display professional signage identifying the business name and the signage must remain within the allotted limits of the assigned space.

**CANCELLATION POLICY:** The City of Sunrise's taste event will be held rain or shine.

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The City of Sunrise is accepting applications for the Taste of Sunrise event. This event will be held on Wednesday, January 16th at the Sunrise Civic Center Grand Ballroom. Our goal is to provide attendees with a wide selection of culinary selections from which to choose. Applications will be accepted in the order received. For additional information please call 954-747-4631.

Contact Name: \_\_\_\_\_

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

Cell Number: \_\_\_\_\_ Business Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Time & Method of Contact: \_\_\_\_\_

Menu Items: \_\_\_\_\_

How many people will be involved with cooking/prep work? \_\_\_\_\_

Do you require electrical access?  Yes  No *Power requirements cannot exceed 110v.*

Verification and testing by a recognizable facility is required for all appliances. If possible, please provide pictures of appliance setup from other venues. **To ensure adequate amperage is available please list specific equipment you plan to use during the event:**

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### By signing this application, you agree to:

- Participate in the Taste of Sunrise on January 16<sup>th</sup>, rain or shine.
- Serve 500 taste-sized product samples to approximately 500 guests for the full three-hour event.
- Supply ice, if needed, paper and plastic goods, and proper serving utensils.
- Provide a code-compliant fire extinguisher if cooking or heating food.
- Provide professional signage to identify business.
- Provide linens/table coverings and decorations for your table.
- Complete set up by 4:30 p.m. and breakdown by 9:00 p.m. on the day of the event.
- Submit proof of Alcohol License and Special Events Permit from AB&T, if you are serving alcohol at the event.
- Provide your staff with shirts and name badges identifying business.

### RELEASE: VENDORS FOR THE TASTE OF SUNRISE EVENT

The undersigned, in consideration of the City of Sunrise providing us with space for the display and sale of our various products, goods, and other valuable wares, do hereby waive, release, agree not to sue and forever discharge the City of Sunrise, its officials, employees, agents and volunteers (collectively "Released Parties") from any and all liabilities, claims, actions, damages, costs or expenses, whatsoever, which I may have against Released Parties arising out of or in any way connected with my participation in this program, including but not limited to damages, injuries or death caused in whole or in part by the negligence of Released Parties or otherwise. I acknowledge (a) that I have read (or have had read to me) each of the provisions in this waiver, release of liability and indemnification below, (b) that I understand each of the provisions and (c) that I have voluntarily signed agreeing to abide by them.

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

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

Please mail to: City of Sunrise • Leisure Services Department • 10610 W. Oakland Park Blvd. • Sunrise, FL 33351, Attention: Ada Griffin  
Completed application can also be emailed to [agriffin@sunrisefl.gov](mailto:agriffin@sunrisefl.gov) or faxed to 954-572-2476.

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## FOOD VENDOR RULES AND REGULATIONS, TERMS AND CONDITIONS

1. Vendors must submit a list of the foods and beverages they intend to provide (attach a copy of your menu if necessary).
2. Vendors must supply a valid Certificate of Liability Insurance listing the City of Sunrise (Leisure Services Department, 10610 W Sunrise Blvd., Sunrise, 33351) as a certificate holder and additional insured.
3. Vendors must bring a code-compliant fire extinguisher if cooking or heating food.
4. Vendor slots will be assigned on a first come, first serve basis. No substitutions allowed.
5. Vendors are responsible for bringing and providing any equipment and/or supplies necessary to conduct business at the event. The City of Sunrise does not loan, rent or in any way supply vendors with additional equipment.
6. Vendors must supply table coverings. All tables MUST be covered.
7. Vendor activities must be confined to the allotted limits of their assigned space.
8. Display professional signage to identify the business. Signage must remain within the limits of the vendor space.
9. Games of chance are not allowed.
10. The sale or sample distribution of alcohol is not allowed without Division of Alcoholic Beverages and Tobacco permit.
11. Vendors are responsible for collection of their own sales tax.
12. Each vendor is responsible for his/her space and all items in it.
13. Vendor recycling is expected and containers will be provided.
14. Vendors must comply with the rules and regulations of the City of Sunrise.
15. Rules may be subject to change without advance notice.
16. Vendors are required to comply with all applicable City of Sunrise Codes.
17. No set up will be allowed prior to 12:00 p.m. on the day of the event. No material may be left in the Civic Center before or after the event.
18. In the interest of public safety, vendors cannot break down their booths prior to 8:00 p.m.
19. The City of Sunrise staff reserves the right to assign, limit the quantity of, or relocate vendor space(s). If you feel your situation warrants special consideration, please discuss it with City staff prior to committing to the event.

I have read and received a copy of the vendor information sheet containing the rules and regulations, terms and conditions regarding participation in the 2019 Taste of Sunrise event.

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

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