

## **MELBOURNE MAIN STREET FRIDAY FAMILY FEST APPLICATION**

PO Box 754, Melbourne, FL 32902-0754 / 321-724-1741 / [www.downtownmelbourne.com](http://www.downtownmelbourne.com)

### **Thank you for your interest in participating in Downtown Melbourne's Monthly Friday Fest Family Street Party!**

"Friday Family Fest" is a fundraising event held on the 2nd Friday of each month (except Dec.) by **Melbourne Main Street, Inc.**, a non-profit organization whose mission is the revitalization and preservation of Historic Downtown Melbourne. Your participation in this event helps to promote community awareness and generate funds for the historic area, as well as providing **YOU** a unique opportunity to market to 2500-3500 people. There are craft and business vendors, food vendors, beer & wine, live entertainment and children's activities.

### **PLEASE READ PRIOR TO SUBMITTING YOUR APPLICATION:**

1. **NEW vendors MUST receive a verbal ok** from Main Street **BEFORE** submitting an application.
2. **ALL VENDORS MUST submit an application WITH PAYMENT BEFORE** the event. Returning vendors need only submit an application one time, **but all payments MUST BE MADE PRIOR TO SETTING UP**. All vendors must make their own tax payments. **Also, returning vendors MUST call or e-mail their intentions to Melbourne Main Street not later than 10 days prior to the event.**
3. **Hours for Friday Fest are: 6:00 pm to 10:00 pm.** Vendors are expected to be set up by 6:00 pm and remain until 10:00 pm. **VENDORS MUST SET UP WHERE THEY ARE INSTRUCTED TO SET UP** (a map will be provided at check-in to identify set-up locations). **Vendor check-in located in front of Main Street office, 1908 Municipal Lane, 4:30-6:00 pm. Late check-ins may not be accepted.**
4. As much as possible, Melbourne Main Street will attempt to avoid duplication in goods and services. A waiting list will be maintained. **ONLY Melbourne Main Street sells beer & wine on the street.**
5. **Food vendors MUST provide** a copy of their **food license** and **certificate of insurance**, and follow state rules regarding setup, including the possession of proper **fire extinguishers**. A K-class fire extinguisher is required if cooking with grease. You must provide your own trash can & liners. At the end of the event, you may tie up the bags & leave for clean up crew. No grease on the street! All vendors are expected to keep **safety** as their number one priority. **A Restaurant Inspector and/or Code Enforcement officer** may visit at any time and all vendors MUST be in compliance.
6. On the day of the event, **downtown streets are closed at 4:00 pm** and setup begins once cars are removed from the streets, by approx. 5 pm. Vendors MUST supply their own table, chairs and setup crew. Tent and lighting are optional. Only low voltage (110/15 amp) electricity is available, and only at certain locations. Bring heavy-duty extension cords.
7. **The event coordinator is fully authorized to make decisions regarding all aspects of the event.** Vendors who have complaints may register them **ONLY** with the coordinator and **ONLY** after the event. **Melbourne Main Street has the right to DENY FUTURE DISPLAY SPACE to vendors: who are insensitive and/or discourteous to event coordinator, fellow vendors or guests; who disregard vendor guidelines, or who leave the event without making booth payment.** **FRIDAY FAMILY FEST has become a very popular event over the years because it is a pleasant, enjoyable and safe place to enjoy an evening on the streets with family and friends, and we are committed to keeping it that way.**
8. **Exhibitors who leave early may NOT drive vehicles within the event footprint, and may lose their future right to exhibit. ALSO, tow vehicles and storage trailers MUST BE REMOVED from within the footprint BEFORE the event starts at 6:00 p.m.**

# APPLICATION FOR MELBOURNE MAIN STREET FRIDAY FAMILY FEST

(Please check Vendor Category)

## FOOD VENDORS: MONTHLY FEE

**Food Vendor** – Trailer or tented area; operates on generator or electricity \$ 150.00

**Concessionaire** – Food service, small, stand alone, no power required 75.00

**\*\*size limitations apply to both categories\*\***

## NON-FOOD VENDORS (limited electricity available; bring cords & mats):

**Automotive** – Large display area for cars, trucks, motorcycles, boats, etc. \$ 150.00 (per car)

**Retail & Business Vendor** – Direct or indirect sales to the public; 10' x 10' area 50.00

**Non-profit** – 10' x 10' area; confirm status w/ coordinator (**spaces limited**) 30.00

Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

Description of Services &/or Products Displayed/Sold (*Food Vendors: list foods to be served & price*):

\_\_\_\_\_  
\_\_\_\_\_

Space/Size & Electrical Requests

\_\_\_\_\_

**I have received a copy of Friday Family Fest requirements and agree to abide by the rules shown.**

\_\_\_\_\_  
*Signature of Vendor*

\_\_\_\_\_  
*Date*

**Check month(s) applying for: Remember: SECOND FRIDAY OF THE MONTH!**

Jan

Jul

**Check if you require a tent**

Feb

Aug

(use of a tent will limit where you are placed; table without tent provides more location options)

Mar

Sept

Apr

Oct

May

Nov

Jun

(NO Dec)

Amount enclosed \$ \_\_\_\_\_

**Make checks payable to and mail to: Melbourne Main Street, PO Box 754, Melbourne, FL 32902**

**\*Fees are payable in advance and are non-refundable\***

## **Questions?**

Contact Melbourne Main Street Director Laird Gann at [laird@downtownmelbourne.com](mailto:laird@downtownmelbourne.com) or at (321) 724-1741.