

TRICK OR TREAT AT CITY CENTER FOOD VENDOR RULES & REGULATIONS

LOCATION & DATES: Trick or Treat at City Center will be held on Oct. 25, 2024 at City Center Green which is located at 4970 City Hall Blvd. North Port, FL 34286.

CHECK IN & PARKING: All vendors will check in at the City Center Front Green. At that time, you will receive your vendor space assignment. Setup begins no sooner than 2 hours prior to the start of the event and must be completed by 30 minutes prior to the start of the event. For safety reasons, all vendor vehicles must be removed from the event area 30 minutes prior to the start of the event. Reserved vendor parking will be marked on site.

EVENT HOURS: Trick or Treat will operate from 4:30-8 p.m. on Oct. 25.

All booths are required to remain intact during that time. You will only be allowed to shut down your booth during event hours in the event of an emergency. However, vendors WILL NOT be permitted to bring their vehicles into the vendor area until after the crowds have exited the area and the "all clear" announcement has been given by the City. Failure to adhere to event hours may result in exclusion for future City of North Port events.

SPACES: Vendor spaces are 10'x10' each and are uncovered; please bring your own tents, tables, chairs, canopies, generators, extension cords, etc.

VENDOR SET UP: All vendors are responsible for their own set up and equipment and must adhere to specified load-in and load-out requirements. This includes but not limited to tables, chairs, tents/canopies, table clothes, lights, décor, generators, extension cords **NOTE:** Extension cords and other potential tripping hazards must be properly secured to the ground and covered; generators must be secured from public access. No electric is available.

TENTS: Vendor-owned tents or canopies must conform to the booth space. Construction of the booth and displays must be able to withstand inclement weather and crowd activity. Tents and canopies must be manufactured of flame-retardant material. Each leg must be weighed down in some form or another. Leg weights are essential due to the location of this event. It is strongly recommended that all tents be 10' x 10' or smaller. Tents larger than 10' x 10' will require a permit, please contact NDS at (941) 429-7023 for permit information.

SIGNAGE/MENU: Materials must be legible.

FOOD VENDORS: Food vendors will be permitted to sell the menu on their registration form and serve drink products (excluding alcoholic beverages). This application does not guarantee exclusivity of a particular food item or merchandise. Vendors must comply with safety standards set by the City of North Port. **NOTE:** Food vendors are requested to place non-flammable protection under their cooking element(s). All food vendors must comply with the Department of Business and Professional Regulations (DBPR) requirements outlined in the DBPR's Guide to Temporary Food Service Events. We encourage all food vendors to contact the DBPR with any questions or concerns by calling 850-487-1395. Vendor's license must be present on site for review during inspection by the Fire Marshal and DBPR. Food vendors will be inspected by DBPR the day of the event. The City of North Port is not liable or responsible for the failure of vendor compliance with these requirements.

FIRE & LIFE SAFETY REQUIREMENTS: All vendors must comply with safety standards as established by the City of North Port.

VENDOR ETIQUETTE: Vendor booths should be decorated in a Halloween theme; participants are requested to wear family-friendly Halloween costumes. Displays must remain in their assigned spaces. Loud yelling from the booth area and solicitation of sales or distribution of information outside of the booth area is not permitted. Vendors must arrange their booths to not interfere or obstruct view of other booths. Please place any trash/debris in your vendor area in the trash containers provided or secure in plastic bags.

ALCOHOL/SMOKING: Alcohol use and smoking are prohibited in the vendor area.

INCLEMENT WEATHER: In case of rain before setup begins, please call (941) 302-3411 for an update. If the event of inclement weather during set up, you may take refuge in the George Mullen Activity Center gymnasium (vendors and volunteers only). If inclement weather is observed or predicted in the area during the event, officials may ask you to vacate the green for safety purposes. Please go to the George Mullen Activity Center gymnasium or your car as soon as possible -- DO NOT DELAY. Announcements will be made when it is all clear to come back to the event area and the event will resume.

SAFETY: Safety is important to all participants. All vendors spaces will be inspected by the Fire Marshal for compliance - please note that the City of North Port is not responsible or liable for the failure of vendor compliance with these requirements and fees will not be refunded if a vendor fails inspection.

CANCELLATIONS/NO SHOWS: Fees paid by approved vendors are non-refundable and non-transferable.

NON-COMPLIANCE WITH RULES & REGULATIONS AND SAFETY REQUIREMENTS MAY RESULT IN REMOVAL FROM THE EVENT.

QUESTIONS: For more information or if you have any questions, contact Parks & Recreation a 941-429-PARK (7275) or email Parks@NorthPortFL.gov.