



Saturday, November 12, 2016, 4:00 pm – 9:00 pm
The BIG Event – A Celebration of Lakeland!

The Big Event Vending-Exhibition Opportunities

We invite you to participate in The Big Event! There are several opportunities available to showcase your goods & services to an anticipated audience of over 500 attendees, and a reach of 10,000 people. All vendors-exhibitors are able to sell at The Big Event and keep 100% of your proceeds. Admission is free, leaving attendees to spend money at your booth!

The Lakeland Area Chamber of Commerce will be the **exclusive** provider of bottled water and beer. Food vendors may sell non-alcoholic beverages, **except** for bottled water / drinking water. Please refer to **Vendor-Exhibitor Rules and Regulations**. Online registration at www.lakelandchamber.com under the Events tab.

Vendor-Exhibitor booth includes 10'x10' space, 6' or 8' table, 2 chairs. Electric is additional.

	Member	Non-member
Artisans & Makers / Non-Profit	\$100	\$200
Business	\$125	\$250
Emerging Business (business must be operating less than 2 years)	\$100	\$100
Food	\$125	\$250
Electric	\$25	\$50

For more information on participating at The 2016 Big Event, please contact:
Rebecca Fortier, Directors of Programs & Events, Lakeland Area Chamber of Commerce at rfortier@lakelandchamber.com
P: (863) 688-8551 Ext 229



On Saturday, November 12, 2016, RUN or WALK to the Red Ribbon Half Marathon, 5K & Kids' Run from 6am to 11am, then celebrate the race and experience the best of Lakeland from 4pm-9pm at The BIG Event!

The BIG Event is a free, public, family-oriented celebration featuring local live music, food & drink, Kids Zone, Business Expo, Makers' & Artisans' Row, and A Salute to Veterans of all the Armed Services with special honoring of Vietnam Veterans, in cooperation with the following Partners in the Vietnam War Commemoration: The Rotary Club of Lakeland North, The Lakeland Chapter of the Daughters of the American Revolution, The City of Lakeland, The Polk Veterans Council.

Compete against other companies & CEOs in Lakeland to house the coveted traveling trophy at the inaugural Red Ribbon Run Corporate Team Competition!

Experience family fun + great tastes – Lakeland style!

Overview

The BIG Event
 Saturday, 11/12/16
 4pm-9pm
 Lake Mirror, Lakeland, FL

Lakeland Area Chamber of Commerce
 Rebecca Fortier
 (863) 688-8551 x229
rebecca@lakelandchamber.com

Rev. 9/13/16
 Subject to change

Event footprint is the NW area of Lake Mirror Promenade, using:

1. **Brew Hub Main St Overlook** – Main Stage
2. **Kids' Grassy Area**
3. **Makers' & Artisans' Row** – Local maker and artisan demonstrations, gifts & items for sale
4. **Business Expo by Tinsley Creative** – Business Expo, including emerging businesses
5. **RR Pavilion** – Live performances
6. **Loggia** – Live Music Stage

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The BIG Event 2016 - Sat, 11/12/16, 4-9pm

Lake Mirror, Lakeland

Vendor-Exhibitor Application

COMPANY INFORMATION (Please complete)

Company Name

Company information must be listed as it should appear in printed materials and on the booth ID sign.

Address

City State Zip

Phone Ext.

Website

BOOTH MANAGER

Name Title

Email

Phone Ext. Mobile

MARKETING MANAGER

Name Title

Email

Phone Ext. Mobile

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Lakeland Area Chamber of Commerce | P.O. Box 3607 | Lakeland FL | 33802 | (863) 688-8551 x229
rfortier@lakelandchamber.com | lakelandchamber.com

Or register online:

<http://business.lakelandchamber.com/events/details/the-big-event-11-12-2016-3587>

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Lakeland Area Chamber of Commerce (863) 688-8551 | www.lakelandchamber.com



VENDOR-EXHIBITOR RULES AND REGULATIONS

I agree to indemnify and hold harmless the Lakeland Area Chamber of Commerce and the City of Lakeland from any personal injury which I or my helpers, employees or assistants may sustain during setup, dismantling or while participating in The BIG Event 2016 or any injury to third parties that may be caused by myself, my helpers, employees or assistants. I also understand that neither The BIG Event 2016, nor any of the above-named parties carries any insurance to cover my personal property. As an independent contractor, **I will provide, in advance, a certificate of insurance to cover my personnel and/or my property.**

Further, I hereby grant full permission to the event organizers and/or other agents authorized by them to use photos, videos, recordings, or other records of this event for legitimate reasons.

SET-UP: All exhibitors must be set up no later than 3:30 p.m. on Saturday, November 12, 2016. No booth may be dismantled prior to 8:00 p.m. Violators of this rule may be banned from future festivals. Booths must be completely dismantled and removed by 9:00 p.m. on Saturday, November 12, 2016. Any exhibit or part of an exhibit left in the exhibit area after 9:00 p.m. will be removed and the cost of the removal will be borne by the booth exhibitor. Any person(s) used to remove such material will assume no responsibility for loss or damage.

APPLICATION FEE: To qualify for the membership rate, applicant must be a member of the Lakeland Area Chamber of Commerce (dues are paid to date) on the day of the event, November 12, 2016. If applicant is a current member but that membership lapses before November 12, 2016, the applicant will need to pay their renewal fees prior to the event date, or they will have to pay the non-member rate. The applicant fee must be paid in full online to complete your order. DEADLINE FOR APPLICATION IS November 4, 2016. After that date there will be a \$50 late fee assessed and no guarantee of inclusion in the festival guide. Note: Sometimes we sell out before the deadline. There will be NO refunds for any reason, including inclement weather.

ENTERTAINMENT AT EXHIBIT: All entertainment that you would like to have at your exhibits (i.e. characters in costume, face painter, photographer, snow cone machine, fire dancers) must be approved of by the Committee. The Committee reserves the right to decline or prohibit entertainment for any reason.

CHARACTER OF EXHIBIT: All exhibits are at the discretion of the Committee. The Committee reserves the right to decline or prohibit any exhibit or exhibitor that, in the Committee's opinion, is not suitable for the event. This clause includes conduct, printed material, souvenirs, catalogs, artwork and all other things, that in the opinion of the Committee affect the character of this event.

NON-EXCLUSIVITY: All exhibitors, once accepted by the Committee, are aware that there will be NO exclusivity as to the nature, type or kind of displays. Because of this, the Chamber retains the right to modify the booth arrangement to evenly space out similar businesses. Exclusivity may be applied as it pertains to certain sponsorships.

BOOTH SPACE/SIZE: Each 10'x10' booth space will be clearly marked. Exhibitors may not extend their booth space beyond the area assigned. All exhibitors will be responsible for bringing their own tent, chairs, linens / table covering, and will be responsible for their own setup and breakdown, and for all items necessary for display. Booth sharing is not allowed. **Per City of Lakeland, you are REQUIRED to provide WEIGHTS for your tent. NO STAKES are allowed at Lake Mirror Park.** The BIG Event only provides a 10'x10' space, and (1) 6' or 8' table.

ARTISANS & MAKERS: All items must be made/crafted by the exhibitor. We do not allow resale items.

COMBUSTIBLE FUELS: There will be no combustible fuels or open flame equipment allowed in the display area unless prior written permission is received from the Committee. NO generators of any type will be allowed. Power is available for purchase within designated areas of the event for an additional charge.

PARKING: Exhibitor parking will be available at _____. Parking is on a first come – first serve basis with plenty of spaces available. All exhibitors agree to comply with traffic flow rules that are in place during setup and breakdown times. On the day of the event, exhibitor vehicles are NOT ALLOWED in the exhibit area between 3:00 p.m. and the end of the

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event. Lakeland Police Department will determine when it is safe for vehicles to re-enter the exhibit area. Violators of this rule may be banned from future festivals.

DECORATIONS, SIGNS, FURNITURE, ETC: Exhibitors may equip their space with furniture, potted plants, flowers and other special effects as long as they do not obstruct the general view of any other exhibit. Exhibitors are prohibited from obstructing pathways marked for emergency vehicles and carts that are used by officials of the event. All items must be kept within the boundaries of the exhibitor's 10'x10' space unless otherwise approved by the Committee.

EXCESSIVE NOISE/DEMONSTRATIONS: Musical instruments, stereos, radios, machines, sound systems and televisions may be operated under the following regulations: (1) Volume of all above-mentioned equipment must be kept to a minimum. (2) Exhibitors are not allowed to use loud speakers or amplifiers of any kind in their booths without written permission of the Committee.

SOLICITATION: All solicitation, petitioning or drawing for prizes must be done from within the exhibitor's booth. Exhibitors are NOT ALLOWED to walk with items or literature. If this occurs, the exhibitor will be asked to cease and if a second occurrence is noted, the exhibitor will be expelled from the event.

EXPULSION: The Committee reserves the right to expel any exhibitor who refuses to comply with the above-mentioned Rules and Regulations. Such exhibitors will forfeit all fees.

ADDITIONAL REQUIREMENTS: **Food vendors must charge for all food distributed. Food vendors are prohibited from selling any water and/or alcoholic beverage.** This rule will be monitored closely by the committee and violators will be expelled immediately. All non-food/restaurant vendors are prohibited from distribution of any food or beverages. Food providers must have their menu approved and bring a fire extinguisher for their area. Please remember to bring all licenses and proper hand washing stations.

TRASH / COOKING OIL: It is the responsibility of each food provider vendor to remove their trash – including cooking oil – from the event. IF cooking with grease or oil, I agree to use cardboard to absorb drippings in my booth. Cleanup fees apply to any grease or oil that remains at the site.

Even more explicit instructions for food/restaurant vendors:

Please have a copy of your license available on the day of the event.

http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html

DIVISION OF HOTELS AND RESTAURANTS GUIDE TO TEMPORARY FOOD SERVICE EVENTS

For Florida's Public Food Service Establishments

This webpage contains the same information as our brochure: DBPR Form HR 5030-034, Guide to Temporary Food Service Events.

A temporary food service event is an event of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

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Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at (850) 487-1395, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

Licensing Exemptions

Public food service establishments operating under a current license from the division or from the Department of Agriculture and Consumer Services may operate under the regulations of those licenses at temporary food service events of 1-3 days. For events of 4-30 days, such establishments must purchase a temporary food service event license.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event – \$91
- 4-30 day event – \$105
- Annual – \$1,000

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most food borne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in ware washing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

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Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or ware washing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When potentially hazardous food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
 - a) 16 mesh to 1 inch screens;
 - b) Properly designed and installed air curtains; or
 - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.
- 6) A hand washing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for hand washing and hand drying.

Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee hand washing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

Required Items:

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Food borne Illness:

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork to a minimum temperature of 145° Fahrenheit for at least 15 seconds.

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- Cook beef to a minimum temperature of 155° Fahrenheit for at least 15 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least 15 seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

For Food Trucks:

The truck would be required to meet all Health Department codes and all State Fire codes. Depending on the product dictates the code requirements. The most important item will be a fully automatic certified fire suppression hood system if they fry or have a burner. In addition, fire extinguishers are required.

By signing below, I acknowledge that I have read, understand, and agree to abide by the provisions set forth above:

Vendor Name (first, last)

Representative Name
Lakeland Area Chamber of Commerce

Company Name

Signature

Signature

Date

Date

For more information, please contact:

Rebecca Fortier, Directors of Programs & Events, Lakeland Area Chamber of Commerce at
rfortier@lakelandchamber.com
(863) 688-8551 Ext 229

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