

# VENDOR INFORMATION PACKET



Dear Community Partner,  
Thank you for your interest in becoming a 2023 Vendor Partner at the relaunch of **Florida Gynecologic Cancers & PCOS Run/ Walk®**, which will be held on Sunday, September 10, 2023.  
To get you started, please review all the detail listed, then choose from the category that best fit you.

**STRONGER TOGETHER**

**VENUE NAME:** Miramar Regional Park  
**VENUE ADDRESS:** 16801 Miramar Parkway, Miramar, FL 33027  
**DATE OF EVENT:** SUNDAY, SEPTEMBER 10, 2023.  
**TIME OF EVENT:** 7:30 am – 12:00pm **(rain or shine.)**  
*(Vendors / Exhibitors should arrive by 3 hours before event start)*

**PARKING:** Each Vendor will park in selected vendor parking area.  
*(Traffic Control Attendant will direct you)*

- **ASK ABOUT OUR AFFILIATE PROGRAM** - a great way to engage your customers leading up to the event while offsetting the amount of your Vendor fees!

**\*\* VENDOR REFERRAL PROGRAM** - for each vendor you refer who ends up participating in the event, you'll get a \$15 credit towards your vendor fee! *Participating vendor must choose from one of our exclusive (B) (C) (D) (E) category.*

\_\_\_\_ VENDOR WOULD LIKE TO DONATE A RAFFLE GIVEAWAY OR ANY CONTRIBUTION(S) TO THE EVENT GOODIE BAG  
*(PRODUCT SAMPLES, GIFT CERTIFICATES, COUPONS, COMPANY BROCHURES, ETC.)*

**EXHIBIT/DISPLAY HOURS:** You must provide your product or service one (1) hour before the start of event until the close of event, unless other arrangements are made in advance with Event Director. Those who bring their own tent should arrive three (3) hours before the start of event.

**NOTE:** Each **(A)** and **(B)** table Vendor / Exhibitor without a tent, have the option to be under a large share tent at the event to protect them from the sun or any potential rain and this must be arranged before event.

- Exhibitors /Vendors will receive all the necessary parking, direction, etc. 7 days before the event.
- Exhibitors /Vendors are responsible for all activities in their space or at their tent/booth. It is recommended that at least two people be scheduled to work at all times. If you are planning to sample any food or beverage products or offer edible giveaways at your table, we request that all products be healthy in nature.
- If you are planning to hold a raffle at your table, you may want to bring a "fish bowl" to hold business cards or cards with spectator's names and addresses.
- Please note as a nonprofit organization all Exhibitors /Vendors fees collected is treated or accepted as **DONATION**. Please provide to your accountant the PayPal receipt.
- For all In-kind Vendor / Exhibitor volunteer / donated service, we will email you the proper form after we receive your vendor documents. At the end of the year you will receive via email a donation acknowledgment letter for your record.

Vendors / Exhibitors will not be permitted to **"BREAKDOWN"** their space until after 12:45pm or when event is officially closed.

**(A) NONPROFIT 501 (3) VENDOR FREE**  
**Benefits Include:** One (1) Vendor Access  
10 x 10 ft space **(must bring your own tent, table and chairs).**  
**\*\*\* Must show proof of IRS exemption status**

**(B) JEWELRY VENDOR \$55.00**  
**Benefits Include:** 1 Vendor Access  
10 x 5 ft space **(must bring your own tent, table and chairs).**

**(C) SMALL BUSINESS VENDOR \$ 75.00**  
**Benefits Include:** 2 Vendor Access  
10 x 10 ft space with 1 table & 2 chair **(must bring your own tent)**  
1 complimentary race entry for giveaway (a \$50 value !)

**(D) LARGE CORPORATE VENDOR \$200**  
**Benefits Include:** Four (4) Vendor Access  
10 x 10 ft space, one (1) tent, two (2) 6ft tables, 4 chairs.  
3 complimentary race entries for giveaway (a \$ 150 value !)

**(E) FOOD TRUCK VENDOR \$ 250.00**  
**Benefits Include:** Four (4) Vendor Access  
Truck space, two (2) 6ft tables and two (2) chairs  
2 complimentary race entries for giveaway (a \$250 value !)

**All food vendors must have County and City Permit.**

*No guarantee of location (space) is possible, although we still strive to suit the needs of our vendors / exhibitors, together with our attendees.*

# VENDOR INFORMATION

Company Name: \_\_\_\_\_  
Contact Name (s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
County: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office: \_\_\_\_\_ Fax: \_\_\_\_\_  
Cell: \_\_\_\_\_ Website: \_\_\_\_\_  
Event Supervisor: \_\_\_\_\_  
Email: \_\_\_\_\_

**\*\*All registrations must be no less than 20 days before the day of event to RESERVE SPACE TENT / TABLE\*\*, unless other arrangement is made.**

**Type of Tent /Table & Description:** *Please indicate the type of display and provide description, photos, etc.*

\_\_\_\_ Business/Corporate \_\_\_\_ Food Truck \_\_\_\_ Not-For-Profit 501(c)(3)  
\_\_\_\_ Game/Activity \_\_\_\_ Art & Craft \_\_\_\_ Information Display \_\_\_\_ Beauty Product  
\_\_\_\_ Drinks / Smoothies \_\_\_\_ Hair/ Body Products \_\_\_\_ Other \_\_\_\_\_

Description: \_\_\_\_\_

**ELECTRICITY REQUIRED?** Yes \_\_\_\_ or No \_\_\_\_

**SPECIAL REQUESTS:** Yes \_\_\_\_ or No \_\_\_\_

(Describe:) \_\_\_\_\_

DESCRIPTION OF PRODUCTS/ITEMS TO BE SOLD/ON-SITE ACTIVITIES

## PAYMENT INFORMATION

**Total from Sections A, B, C, D, E (above) \$** \_\_\_\_\_

\_\_\_\_ Prepay Online Through PayPal (*Visa, Master Card, Discover, etc.*)  
\_\_\_\_ Nonprofit Vendor with 501(c)(3) Exemption Status (**NO CHARGE**)  
\_\_\_\_ Complimentary Vendor Space / Donated Service (**NO CHARGE**)  
\_\_\_\_ Check / Cashier's Check /Money Order Enclosed (*Via Mail / In Person*)  
**For your security we do not take vendor payment over the phone**

Name on Card: \_\_\_\_\_

Card Type: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVC #: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**AUTHORIZED CARD HOLDER SIGNATURE BELOW:**

*All credit card charges is subject to third party transaction fee.*

**Mail to: KINDAH FOUNDATION, INC.**

515 E Las Olas Blvd Ste. #120

Fort Lauderdale, FL 33301

**PAYMENT:** *The tent/ table space rental fee deadline is due no more than **15 days** before event, and is required with this application. Cancellations after application space submit, will be subject to a \$75 fee. No refunds after event submission deadline is close, see website for each event reservation deadline closing.*

## TENT/ TABLE CONSTRUCTION:

Exhibits shall be constructed so that they do not obstruct the participants view or hide the exhibits of others. No exhibitor/vendor may have displays of equipment in the front one-half of their booth/table that will interfere with the sight-lines of other tents /tables.

## INSTALLATION AND DISMANTLING:

Vendors/Exhibitors must arrange for the installation and dismantling of their own exhibit(s)/display. During the course of the event, exhibitors/ vendors assume the responsibility for keeping their tents /tables clean and in good order.

**BANNER DISPLAY:** Banner display must be coordinated through Kindah Foundation Event Coordinator **7 days** before event start.

**VENDOR REQUIREMENTS:** Vendors set their own prices and are responsible for accurately representing their products.

## VENDOR SET-UP AND CLEAN-UP:

- Please call the Event Director if you will be late due to unusual or emergency circumstances.
- **Arrival:** Vendors that do not arrive by the scheduled time will be considered **"No Shows"** and in the interest of the event, their booth space will be re-assigned.
- No refunds for "No Shows" or "Cancellations".
- Vendors are expected to have their respective spaces cleaned and vacated at the close of event.
- Vendors must be completely set up and ready for business one (1) hours prior to the start of event.
- Must make sure to sign in with Vendor Attendant at TEAL Information Tent.
- The Vendor must submit full description of all items to be sold or displayed.

## FOOD SAFETY:

*(Special Arrangement Needed In Advance)*

**At the venue:**

- All hot prepared foods made with any animal products must be kept at a constant temperature of 135°F or higher.
- All cold food items must be kept at a constant temperature of 41°F or lower and all coolers must have a working thermometer in them, and be properly iced.
- Vendors handling prepared and baked foods must have and use appropriate hand washing stations with soap and free flowing water.
- Ready to eat food (ex: pastries, breads, cooked foods) cannot be handled with bare hands. Gloves, utensils, deli tissue or other barrier must be used.
- Food Vendors must have a 10lb ABC fire extinguisher in the booth at all times. The Vendor is subject to a pre-event inspection by the Fire Department

## LAWFUL COMPLIANCE LIABILITY INSURANCE:

All vendors/ exhibitors participating in the **Kindah Foundation** event are responsible for their own product liability insurance and for complying with all local, state, and federal regulations.

## VENDOR/ EXHIBITOR RESPONSIBILITIES:

All vendors/ exhibitors are responsible for costs of all labor, material, equipment, supplies, and any other items necessary for the performance of their participation in the event. The event will not be held liable for any debt, tax, or assessment accrued by any vendor in the operation of their booth and participation.

## HOTEL ACCOMMODATIONS:

For those traveling from out of town, please let our Event Director knows and someone will assist you. Most hotel offer special group rate/ discounted plus tax per night (parking included). You can make your own reservations by calling the hotel of your choice or visit [hotel.com](http://hotel.com) or [priceline.com](http://priceline.com).

## DISPUTES:

Occasionally there will be disputes between Vendors/Exhibitors. All complaints must be presented in writing to the Kindah Foundation Executive Director, who will employ all possible means to resolve these disputes in a timely manner and will in all cases make the final decision. To make a complaint, comment, suggestion, dispute please complete the feedback form on Kindah Foundation's website ([www.kindahfoundation.org](http://www.kindahfoundation.org))

## Vendor/Exhibitor Participating Agreement

This contract may not be assigned by Vendor/Exhibitor to any other party, nor may the space or location be shared with any other party without written approval of Board of Directors of Kindab Foundation, Inc. The venues Policies & Procedures are applicable to all Vendor/Exhibitor Participants involved in the selling of food, merchandise, displaying information, and arts & crafts. This agreement is good for the Florida Gynecologic Cancers & PCOS Run/ Walk®. This contract represents the sole agreement between the parties and no other representations, statements or understanding are included as any part of this agreement. Vendor/Exhibitor that are not on premises one (1)hour before the start of event must make other arrangements in advance with Event Coordinator [specialevents@kindabfoundation.org](mailto:specialevents@kindabfoundation.org) or they may be subject to re-assignment of their tent / table space to standby applicants at Event Director /Kindab Foundation sole discretion. This contract shall be governed by and under Statutes of the State of Florida or the state for which event is being held. No Vendor or exhibitor may act in a manner contrary to the State of Florida, or any other laws or regulations. Kindab Foundation, Inc., requires full cooperation and support. Anyone found in violation of the stated Policies & Procedures will be removed from the premises and not allowed to return. The spaces available are on a first come first served basis. Each Vendor/Exhibitor agreed to make full Vendor/Exhibitor payment to Kindab Foundation, Inc., before they are allowed to participate in said event. Unless such Vendor/Exhibitor are an approved not-for-profit organization, or other arrangement made through Kindab Foundation, In., Board of Directors.

Kindab Foundation, Inc., reserves the right to refuse any Vendor/Exhibitor application, should this occur the fee paid will be refunded in the order it was received. The Vendor/Exhibitor shall defend, save and hold harmless Kindab Foundation, Inc., and the Florida Gynecologic Cancers & PCOS Run/Walk® events, their respective officers, agents, board members, staff, volunteers, sponsors, interns and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of The Most High, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Vendor/Exhibitor tent(s), table(s), equipment(s), material(s), etc., are not insured by Kindab Foundation, Inc., and the Florida Gynecologic Cancers & PCOS Run/ Walk®, or any sponsoring agents. Exhibitor/ Vendor must make provisions for safeguarding their goods/ merchandize. Vendor/Exhibitor must have replacement cost insurance for all personal property and merchandise. Vendor/Exhibitor assumes full liability for protecting, care and maintenance of vendor's and exhibitor's property. I further acknowledge that this indemnification that the terms and provisions of this indemnification shall survive the conclusion of the event. Submission of this application is made in accordance with the Terms and Conditions set forth in the Vendor/Exhibitor Packet, which form a part of this contract. It is understood by signing this application for Vendor/Exhibitor space, Vendor/Exhibitor is required to abide by all conditions contained within the show rules. Vendor/Exhibitor shall be notified within 10 days following the receipt of the application of Vendor/Exhibitor space confirmation. Fees paid for Vendor/Exhibitor space are NONREFUNDABLE.

### ANY VENDOR/ EXHIBITOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.

I have read and agree to abide by all the rules and regulations outlined on the Vendor/Exhibitor Guidelines on the following pages. Furthermore, I understand that I am responsible for providing my own tent(s), tables, chairs, power cords, water hose(s), safety mats or any other item needed for a successful presentation at the event plus liability insurance or waiver. Vendor/Exhibitor agrees to hold harmless and indemnify the Florida Gynecologic Cancers & PCOS Run/ Walk® and Kindab Foundations, Inc., its agents, contractors, successors and assigns, including the organizers of this event, from any and all claims, lawsuits and causes of action for personal injuries, theft or damage resulting from the Vendor's/ Exhibitor's participation in the event.

The person executing this Agreement on behalf of the Vendor/Exhibitor represents and warrants that they have the authority to do so and may bind the entity for which they sign. By signing this Contract Agreement, Vendor/Exhibitor authorizes Kindab Foundation, Inc., Management to use its company name, company logo, and/or any photographs taken at the Florida Gynecologic Cancers & PCOS Run/ Walk® for promotional purposes.

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.

Print Vendor Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Tent / Table #  
\_\_\_\_\_

- Vendor Payment Receive & Cleared: Yes \_\_\_\_ No \_\_\_\_
- Vendor is Providing Volunteer Service: \_\_Yes \_\_No
- Vendor Product(s)/Service(s) Meet KF Guideline: \_\_\_\_ Yes \_\_\_\_ No
- Vendor Access # \_\_\_\_\_ Complimentary Race Entries # \_\_\_\_\_

Date Receive Vendor Forms: \_\_\_\_\_

Vendor Vehicle Tag #: \_\_\_\_\_

Sign By: \_\_\_\_\_ Name: \_\_\_\_\_

OFFICE USE