2027 Dr. Martin Luther King Jr. Foundation of Lake Wales Inc.

Commemorative Celebration – Vendor Registration Information

Vendor spaces will be located on Lincoln Avenue between A and E Streets in Lake Wales, Florida. All participants **must adhere** to these rules to ensure a safe, respectful, and organized event. Failure to comply may result in immediate removal.

Important Vendor Details

Event Duration:

- Vendor spaces are available for two (2) days:
  Sunday, January 17 – Monday, January 18, 2027

- Booth and food truck locations will be assigned by the Dr. MLK Jr. Weekend Director, Edwina Mackroy-Snell, ON A FIRST COME FIRST SERVE BASIS. Each vendor must display the MLK decal provided.

Setup & Breakdown:

- Setup begins: Sunday, January 17 at 8:00 AM – 2:00 PM & Monday, January 18 8:00 AM – 11:00AM.
- **NO VENDORS WILL BE ALLOWED TO SET UP ANY OTHER TIME!**
- Breakdown and Clean Up MUST be completed by: Monday, January 18 at 10:30 PM.

Cleanliness Deposit:
A **$50 refundable deposit** is required to ensure vendor areas are left clean.

- Deposits will be returned upon inspection and approval of cleanliness.
- Deposits will not be refunded if the area is left unclean.
- This is a **City of Lake Wales requirement**.
- **Deposits may be picked up in person on Wednesday January 20, 2027 at the following location: 24 West Orange Avenue, Lake Wales, Florida 33853.**

Registration Fee

- Standard 10' x 10' booth (tent): $200 + $50 (Cleanliness Deposit) = **$250**
- Food trucks: $275 + $50 (Cleanliness Deposit) = **$325**
- Oversized booth (up to a 10' x 16' tent): $275 + $50 (Cleanliness Deposit) = **$325**

Application Submission

All applications and fees must be submitted **by FRIDAY January 15, 2027 AT 2:00 PM**.

NO APPLICATIONS OR PAYMENTS WILL BE ACCEPTED AFTER THE DEADLINE!

Submission Options:

- **By Mail: PO Box 3972, Lake Wales, Florida 33859**
- **In Person: 24 West Orange Avenue, Lake Wales, Florida 33853 (Drop Box at Front Door)**

Payment Instructions:

- Make checks payable to: **MLK Foundation of Lake Wales Inc.**
- **Cash payments** accepted in person at: **24 West Orange Avenue, Lake Wales, Florida 33853**.
- **Online Payments: Visit- www.lakewalesmlk.org**

Refund Policy

No refunds will be issued due to inclement weather (e.g., heavy rain or thunderstorms).
All fees support the **Dr. Martin Luther King Jr. Foundation of Lake Wales Inc.**

Contact Information

For questions or assistance, please contact:

- **Edwina Mackroy-Snell, MLK Weekend Director: (863) 212-5082**
- **Shakila Williams, MLK Parade Co-Chair: (863) 662-2962**
- **Email: LWMLKParade@gmail.com**

Vendor Participant Agreement

I, the undersigned, acknowledge that I have read and understand the vendor guidelines provided. I agree to follow all instructions and requirements to ensure a respectful and productive parade experience.

Vendor/Group Name _____

Entry Type:

___ Food Truck ___Tent (10X10) ____Tent (Larger than 10X10)

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone Number ( ) _____

Email Address _____

Applicant Signature _____

Date _____

Office Use ONLY.

Amount Paid $ _____

Method of Payment:

_____Cash _____Check (Ck# _____) _____Money Order (Ck# _____)

Indemnification and Hold Harmless Agreement- VENDOR

Organization Information

- **Name of Organization:** _____
- **Contact Person:** _____
- **Mailing Address:** _____
- **City:** _____ **State:** _____ **ZIP Code:** _____
- **Primary Contact Number:** _____
- **Secondary Contact Number:** _____
- **Fax Number:** _____
- **Email Address:** _____
- **Will your group include music?** Yes ☐ No ☐

Note: Per Florida Statute 316.530, each operator of a towing vehicle is responsible for ensuring trailers are properly secured and equipped with safety chains.

Agreement Terms

In exchange for the opportunity to participate in the **2027 Dr. Martin Luther King Jr. Commemorative Weekend as a vendor** ("The Event"), scheduled for **January 18, 2027**, the undersigned, a duly authorized representative of **_____** ("The Organization"), agrees to the following conditions:

1. **Follow all instructions** provided by parade officials, marshals, and representatives of the City of Lake Wales.
2. **Comply with all laws** governing the safe operation of motor vehicles, including the prohibition of alcohol consumption and the use of mind-altering substances.

Failure to comply with these guidelines may result in immediate removal from the vendor area. The Dr. Martin Luther King Jr. Foundation Commemorative Weekend Committee reserves the right to deny any application. Once approved, **no refunds will be issued for any reason**.

Indemnification Clause

The Organization agrees to **indemnify and hold harmless** the Dr. Martin Luther King Jr. Foundation of Lake Wales Inc., the City of Lake Wales, and all affiliated entities, agents, employees, and volunteers from any claims, liabilities, or expenses arising from participation in the Parade by the Organization or its representatives.

This agreement shall be governed by the laws of the **State of Florida**.

Signature & Authorization

- **Authorized Representative Name (Print):** _____
- **Title:** _____
- **Signature:** _____
- **Date:** _____