

Introduction

Vendor Agreement

Manage My Requests

Promoter

The system displays the following tabs that are used for specific functions:

- **Vendor Agreement** - In order to continue it is required that you review and accept the Vendor Agreement by checking all terms and conditions. Whenever a change is made to the terms, you will be required to review and accept the terms again before you can continue.
- **Manage My Requests** - This tab is provided for the vendor to request approval for participation in a specific park event. The vendor is able to visit this page to follow the application status process.
- **Promoter** - This tab is for Promoter use only. The Promoter will be able to view all vendors and their status during the review process.



Please review this full document to answer any questions.

If you are still having issues, call Parks Vendors at 954-357-8164 or email ParksVendors@broward.org.

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The **Vendor Agreement** tab is used to enter the website after logging in. In order to continue it is required that you review and accept the Vendor Agreement.



Parks Vendor Requests

Sign Out Vendor Agreement Manage My Requests Promoter Help

Please review and accept the terms of each section.

SECTION 1: AUTHORIZED AMUSEMENT APPARATUS AND RIDES

- | | | |
|--------------------------|-----|--|
| <input type="checkbox"/> | 1.A | The following amusement apparatus and amusement rides are permitted within Broward County Parks and Recreation Division ("Division") sites. <ul style="list-style-type: none"> Bounce Houses/Inflatables up to 30 feet in height (Vendor to provide generator) Climbing Wall Reverse-Bungee Trampolines Kiddie Rides - limit 3 per event, defined as an amusement ride designed primarily for use by patrons up to 12 years of age (Reference: Section 616.242, Florida Statutes, as may be amended from time to time). <p>NO WATER APPARATUS OF ANY KIND PERMITTED.
 NO MECHANICAL RIDES OF ANY KIND PERMITTED.
 NO CONTACT SPORTS OR CONTACT APPARATUS PERMITTED.</p> <p>Other apparatus may be prohibited at the discretion of the Division.</p> |
| <input type="checkbox"/> | 1.B | The Division reserves the right to prohibit or limit the number of amusement apparatus and/or amusement rides based on any of the following reasons, including but not limited to, location, space at pavilions, special events areas, and park, and may also limit the number of times per year events can be held at a particular park. The Division may designate the area(s) or location(s) where amusement apparatus and amusement rides are permitted. |
| <input type="checkbox"/> | 1.C | Vendor is responsible for following manufacturers' guidelines with regard to weather, setup, operation, and safety. |
| <input type="checkbox"/> | 1.D | Vendor shall provide an attendant, 18 or older, at each amusement apparatus and/or amusement ride. Attendant must have valid photo identification, wear a company shirt, and be alert and actively monitoring apparatus at all times. Apparatus must be shut down when attendant is on break or is not present for any reason. Under no circumstances may children be left unattended in an apparatus. |

SECTION 2: ADA COMPLIANCE

You **must** review and accept all the terms by marking the checkbox next to each section.

SECTION 10: RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

- | | | |
|--------------------------|-----|--|
| <input type="checkbox"/> | 10. | I, on behalf of the Vendor, do hereby knowingly, freely, and voluntarily assume all liability for any damage or injury that may occur as a result of the Vendor's participation in event (s) to be held at a Broward County park(s), and agree to release, waive, discharge, and covenant not to sue Broward County, its current and former officers, agents, employees, and volunteers (collectively, the "Releasees") from any liability or claims for damage or injury that may be sustained by the Vendor, its officers, employees, or agents, or any third party directly or indirectly in conjunction with, or arising out of, the Vendor's participation in the event(s).

I, on behalf of the Vendor, further agree to indemnify and hold harmless the Releasees from and against any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorneys' fees, court costs, and expenses (collectively, a "Claim"), raised or alleged to be caused, in whole or in part, by any intentional, reckless, or negligent act or omission of the Vendor, its current or former officers, employees, agents, or servants, arising from, relating to, or in connection with the Vendor's use of any Broward County park(s) or participation in the event(s). |
|--------------------------|-----|--|

Agree and Continue »

Select **Agree and Continue** to continue.

This page is accessible at any time to review the latest terms that you have agreed to.

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Enter vendor code

Below is a list of **Events** offered by the **Broward County Parks and Recreation Division**

Central Broward Park		
Food and Wine Festival 05/04/2019 Restaurants cook their famous dishes on May 4th at 1pm.	Promoter Info: Nicolas Ortiz niortiz@broward.org 954-357-8164	Apply for this Event
		Status: NOT REQUESTED

The **Manage My Requests** tab is used by the vendor to initiate and update their request. You can also view a list of events where vendors can apply. For each event you will be able to view:

- **Park Location of the Event** (indicated by the blue bar)
- **Event Name**
- **Event Date** (for multi-day events this will indicate the first date of the event)
- **Description of the Event**
- **Promoter Name**
- **Promoter Email Address**
- **Promoter Phone Number**
- **Status** (Vendor's current application status)

Application Status

Application Status is shown on the right side of each event listed on the **Manage my Requests** tab. This Status will be updated as your application goes through different stages of the approval process. Possible statuses are:

- **NOT REQUESTED** - No application has been submitted.
- **REQUESTED** - Application submitted, but not yet reviewed.
- **DENIED-INSURANCE** - Application rejected due to insufficient insurance.
- **DENIED-OTHER** - Application rejected for some other reason, refer to email received.
- **UNDER REVIEW** - Application submitted and under review, but not yet approved.
- **INSUFFICIENT DOCS** - Application submitted, reviewed, and either the Certificate of Insurance (COI) or Affidavit of Criminal Background Screening does not meet requirements. Refer to email received for further direction.
- **DOCS RESUBMITTED** - Application submitted, new COI and/or Affidavit uploaded.

The **Apply for this Event** button allows you to apply for that specific event. If the application status shows **INSUFFICIENT DOCS**, this blue button will say **Re-submit documents**, otherwise it will say **View Application**.

Unlisted Events

Vendor Code → B26B13 Enter vendor code ← Select **Enter vendor code** to view unlisted event.

Below is a list of **Events** offered by the **Broward County Parks and Recreation Division**

Central Broward Park		
Food and Wine Festival 05/04/2019 Restaurants cook their famous dishes on May 4th at 1pm.	Promoter Info: Nicolas Ortiz niortiz@broward.org 954-357-8164	Apply for this Event
		Status: NOT REQUESTED
Frisbee Golf Competition 08/03/2019 August 3rd and 4th at Central Broward	Promoter Info: Nicolas Ortiz niortiz@broward.org 954-357-8164	View Application
		Status: APPROVED

Most events will not be listed on this page. To view unlisted events enter a **Vendor Code**. The six-digit **Vendor Code** is provided to vendors by the Promoter, usually through email. Enter the **Vendor Code** into the field at the top of the page as shown in the yellow highlighted box above.

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Vendor Application

The **Vendor Application** page is used to submit your application for the event.

At the top of the page there is a summary of **Event Details**.

Vendor Application for Private Event

Event Details	
Event Name:	Private Event
Event Description:	This is a private event that you can apply for.
Location:	Markham Park & Target Range
Event Date and Time:	6/8/2019
Promoter:	Nicolas Ortiz niortiz@broward.org 954-357-8164

Fields in **bold** are required.

Company Name:

Doing Business As (DBA):

Company Address:

City/ State/ ZIP:

Contact First Name: Nic

Contact Last Name: Ortiz

Business Phone: format: 954-555-1212

Cell Phone: format: 954-555-1212

Fax: format: 954-555-1212

Email: niortiz@broward.org

Business Website:

Type of Business: Check all that apply to your company, not to subcontractors.

- Animal Education
- Audio & Video, Deejay/Photographer
- Bounce House/Party Rentals
- Caterer/Food Truck
- Event Planner
- Florist/Decorations
- Games
- Performer/Entertainer
- Tents/Tables, Chairs/Linens
- Other

Attach Your Affidavit (required): No file chosen

Attach Your Proof of Insurance (optional): No file chosen

Attach Additional Documentation (optional): No file chosen
Maximum file size is 4M

Sample Files:

Indicate the **Type of Business** that your company will provide during the event. If **Other** is selected, a text field allows you to specify your business type.

Additional documents may be required for the event. For most events the following documents are required:

- Affidavit of Criminal Background Screening
- Certificate of Insurance (COI)

The document name will be bolded if it is required. Documents may only be uploaded as: PDF, PNG, JPG, or JPEG format and file size has a maximum of up to 4MB.

Click the **Sample Files** at the bottom of the page to view document examples.

Once all required fields are completed, select **Save Application and Return to Events**. This will submit your application and will result in an email being sent to the email address you provided. To ensure that you receive all email communications, add donotreply@broward.org to your email address book to avoid responses going to your Junk/Spam mailbox.

Vendor Application Review

Once your application has been submitted, you can select **View Application** on the **Manage My Requests** tab until the event is closed.

On this page, you cannot make any changes unless the **Application Status** is changed to INSUFFICIENT-DOCS. At this point, the button would say **Re-submit Documents** and you are then able to upload the required documents again.

<input type="button" value="View Application"/>	Status: REQUESTED
<input type="button" value="Re-submit documents"/>	Status: INSUFFICIENT DOCS

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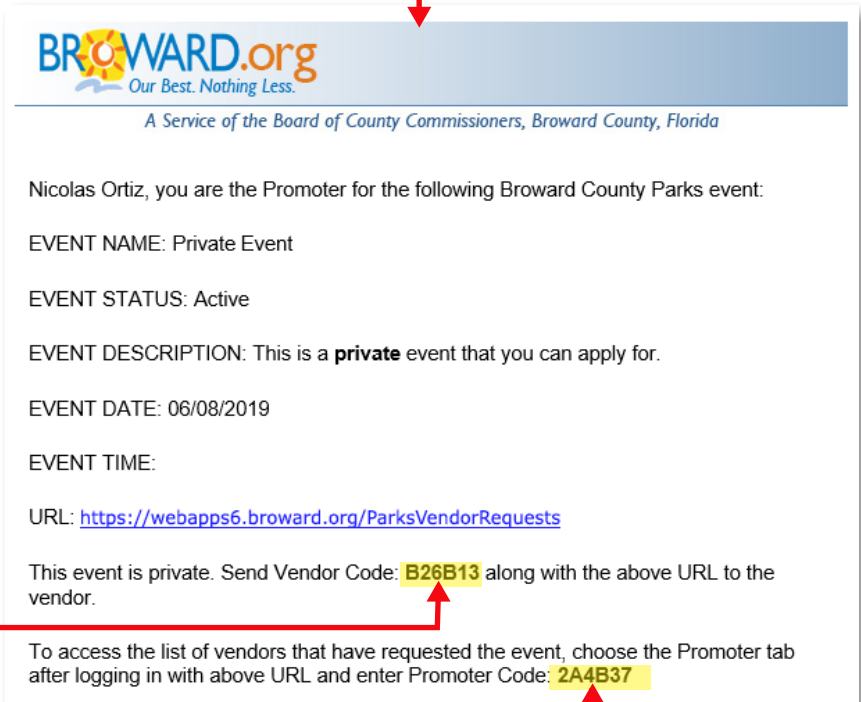
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The **Promoter** tab is used by the Promoter to access the list of vendors that have applied to be a part of their event. To access this page an event **Promoter Code** is required.

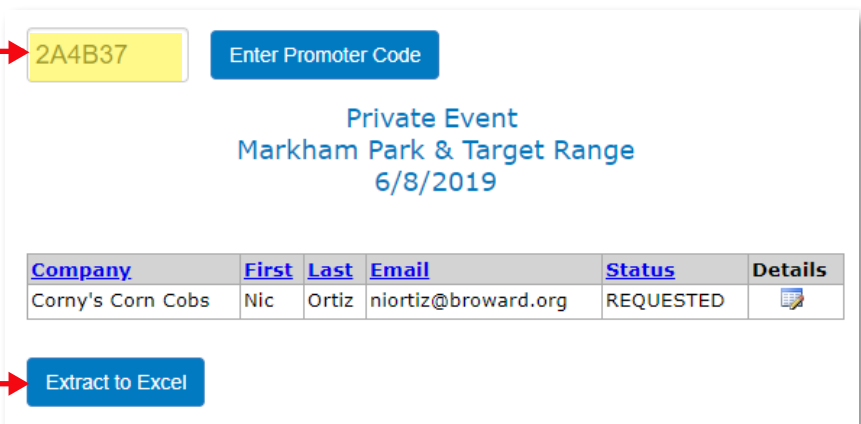
When an event is added to the system, the Promoter receives an email such as this:

In this email, the Promoter is given a **Vendor Code** and a **Promoter Code**.



Vendor Code

Promoter Code



Select **Extract to Excel** to download a CSV formatted spreadsheet which includes a summary of vendor information, including type of business, contact information, and application status.

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Vendor Code

The **Vendor Code** must be provided to your potential Vendors so that they can view and apply for your event.

Sample Vendor Email:

Hello **Vendor Name**,

You have been selected to participate in the **Event Name** on **Event Date**. Use <https://webapps6.broward.org/ParksVendorRequests/> to access the Parks Vendor Requests Website and use the Vendor Code **B26B13** to submit your Broward County application to participate in this event.

Or included on your registration page:

APPLICATION ONLINE: This is very important!

After submitting your registration for a table or booth please [CLICK HERE](#) and use Vendor Code: **B26B13** to submit your free park application. You cannot participate without submitting this online application.

Promoter Code

The **Promoter Code** is considered private and should only be used by the Promoter and their team. This code is required when using the **Promoter** tab and shows the list of vendors that have applied to be a part of their event.