



# VENDOR APPLICATION FORM

Join us the 4<sup>th</sup> Sunday of the month from 9:30 a.m. to 1:30 p.m.  
(Not in May, June, July or August)

Please indicate, in the space provided, the number of display spaces that you are requesting.

\_\_\_\_\_ : Vendor Display(s) for a 8' x 10' area in Parking Garage of Civic Center (1 parking space)  
@ \$12.50 Each Space

\_\_\_\_\_ : Table Rental(s) for a 6' x 3' Table  
@\$10.00 Each Table

TOTAL AMOUNT PAID: \_\_\_\_\_

**YOU CAN SELL ANYTHING THAT YOU LIKE – FOOD, GARAGE SALE ITEMS, CRAFTS, PRODUCE, CLOTHES – IF IT IS LEGAL YOU CAN SELL IT HERE ON A MONTHLY BASIS!**

**PLEASE WRITE CLEARLY AND LEGIBLY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

There is VERY limited electricity and we do have lights.

Please list items that you are selling: \_\_\_\_\_

**NOTE: You may provide your own table(s), chair(s). You will have shelter, as shopping is on the bottom floor of the parking garage. Set up begins at 8a.m.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Each vendor is responsible for the security and protection of their crafts, display, wares, money and personal property at this event. The City of Port St. Lucie undertakes no responsibility for damage to craftsperson's or an organization's property due to theft, loss, accident, vandalism or weather. The City of Port St. Lucie Staff has the right to deem any artwork, display or activity inappropriate for this family oriented event.

\*\*TO CONFIRM YOUR RESERVATION, YOU MUST RETURN THIS APPLICATION AND THE APPROPRIATE AMOUNT, IN PERSON OR US MAIL, VIA CHECK OR MONEY ORDER (MADE PAYABLE TO: THE CITY OF PORT ST. LUCIE) - SPACE CANNOT BE HELD / RESERVED UNTIL PAYMENT IS RECEIVED. WE DO ACCEPT SAME DAY REGISTRATION, ALTHOUGH WE CANNOT GUARANTEE SPACE WILL STILL BE AVAILABLE \*\*

**\*\* RETURN OF THIS APPLICATION DOES NOT GUARANTEE A DISPLAY SPACE AT THIS EVENT. \*\***

**Questions?** Please call Civic Center Recreation at  
P: (772) 807-4499 or Email to: [jromberger@cityofpsl.com](mailto:jromberger@cityofpsl.com) or US mail to:  
Jennifer Romberger 9221 SE Civic Center Place, PSL, FL 34952



Thank you for your support of the new ONE STOP SHOP SALE event taking place on Sunday, from 9:30a-1:30p in the Port St. Lucie Civic Center Parking Garage. We are excited to offer this event not only this date but every 4<sup>th</sup> Sunday of the month seasonally. Your participation will be instrumental in the success of the event.

Below are event specifics for your information:

- On Sunday, please look for staff outside the parking garage from **8:00-9:30 am** to check-in and be provided a space for you to begin your set-up. All cooking food vendors will be grouped together outside the grass area of the parking garage. All other vendors will be inside the parking garage.
- **Set-up begins after 8 a.m. – no earlier, please! There will not be staff outside in the parking garage until 8:00 a.m.** Please note that there is plenty of space to pull/back-in and unload your items. **Items may not be sold out of your vehicle -** pull right up to your space to unload. **All booths/displays must be set-up and ready to go by 9:30 a.m.**
- **Parking spots will be assigned on a first come first server basis.**
- **As soon as you unload and no later than 9:15 a.m.,** please park your vehicle/trailer in the parking spaces located around Village Square or on the second floor of the parking garage. Please **do not** leave your vehicle/trailer parked in the spot where you unloaded.
- You are responsible for setting-up, breaking down for your area.
- **You may bring your own tables and chairs or Tables and chairs are available for rent.**
- Upon the events commencement, **please begin booth/display breakdown no earlier than 1:30 p.m. DO NOT DRIVE YOUR CARS INTO THE AREA DURING 9:30a.m. through 1:30p.m!**
- Please help us to keep the parking garage and grass food area clean before, during and upon completion of the event/your departure. Dispose of garbage, breakdown cardboard boxes and for any booth/display that uses grease and/or oil, please have a pan under the item/trailer for collection. Vendors are responsible for any damages incurred and/or clean up associated with your assigned booth/display area.
- Should you have friends wishing to participate, it is never too late! They are welcome to attend this fun event. It is \$12.50 for a spot!
- You may bring your applications and check the morning of the event. No late fees.

You are a valued vendor in helping us create a “sense of community” and we look forward to working with you at this event. In the meantime, should you have any questions, please do not hesitate to call the front desk at (772) 807-4499.

Thank you so much and see you on Sunday!  
Sincerely,

Jennifer Romberger

