

## VENDOR REGISTRATION FORM

Please fill out completely. You will receive a confirmation email once your registration and door prize are received.

PLEASE PRINT

Business Organization

Contact Person

Mailing Address Street City Zip

Phone (Including Area Code) Fax

E-mail

Door Prize (Due by Friday, February 16, 2024)

### Type(s) of Service

- Instructor/Entertainer
- Equipment/Rental Vendor
- Field Trip/Special Event Vendor
- Agency/Service Provider

### Request for Accommodations (first-registered, first-served basis)

- Access to electrical outlet
- Linens (black vinyl) for display table

### Vendor-on-the-Go (if not able to attend)

- Supply 400 informational pieces to be included in the Resource Fair bags distributed to all attendees. (Due by Friday, February 16, 2024)

### Vendor Fee (includes a 6-foot table and 2 chairs)

- \$50.00 for profit
- \$25.00 for non-profit (must show tax-exempt certificate)
- \$20.00 Vendor-on-the-Go

\*Late fee of \$25.00 will be added to all registrations after Friday, February 16, 2024

**Set-up time is Tuesday, February 27, 2024, from 7:30 -9:45 a.m.**

### Additional Information: (Not required to participate)

If your staff undergo background screening prior to working with youth, please indicate the school district through which they are typically cleared:

- Palm Beach County
- Broward County
- Martin County
- Miami-Dade County
- Other agency: \_\_\_\_\_

### Please mail or drop off completed form and payment to:

City of Delray Beach  
Attn: Danielle Pearson  
50 NW 1st Avenue  
Delray Beach, FL 33444

If you have questions, please contact Danielle Pearson at 561-243-7000 x5204 or via email at [pearson@mydelraybeach.com](mailto:pearson@mydelraybeach.com).

## Pompey Park Community Center 1101 NW 2nd Street Delray Beach, FL 33444



### Directions from I-95 or Turnpike:

Exit Atlantic Avenue (Exit 52), or Delray Beach (Atlantic Ave./Exit 81) from Turnpike, east to NW 12th Avenue. Go North (left) on NW 12th Avenue to NW 2nd Street. Pompey Park will be directly in front of you.



**Parking:** Parking is located on the east and west sides of the building.

## SET-UP

Set-up is available only on the morning of the event from 7:30 a.m. - 9:45 a.m. Space is assigned on a first-registered, first-served basis.

As a vendor, you will receive a 6-foot table, vinyl table cover (if not providing your own), two chairs, company place card and name badge. No individual tents are allowed inside the gymnasium. Please indicate on registration form if electricity is needed. You must provide your own electric extension cords and supplies.

*NOTE: Electrical outlets are very limited and will be assigned on a first-registered, first-served basis.*

### Presented by



Prime Time Palm Beach County, Inc.  
2300 High Ridge Road, Suite 330  
Boynton Beach, FL 33426  
(561) 732-8066 tel ♦ (561) 732-8094 fax  
[www.primetimepbc.org](http://www.primetimepbc.org)



The Children's Services Council of Palm Beach County provides significant funding for Prime Time's overall operations. The Palm Beach County Youth Services Department provides support for Prime Time's Middle School Out-of-School Time Initiative.



City of Delray Beach  
Parks & Recreation Department  
50 NW 1st Avenue  
Delray Beach, FL 33444  
(561) 243-7250 tel ♦ (561) 243-7268 fax  
[www.delraybeachfl.gov](http://www.delraybeachfl.gov)

City of Delray Beach  
Parks & Recreation Department  
&  
Prime Time Palm Beach County, Inc.

# 2024

# RESOURCE FAIR



**TUESDAY, FEBRUARY 27, 2024**  
**10:00 a.m. - 12:00 p.m.**

**Pompey Park Community Center**  
**1101 NW 2nd Street**  
**Delray Beach, FL 33444**

*Meet decision-makers who are seeking resources to build a solid foundation of engaging learning experiences and positive character development for the children and youth in their programs. It's the perfect opportunity to build upon your business and services to the community!*

**The 2024 Resource Fair, hosted by the City of Delray Beach and Prime Time Palm Beach County, Inc., will be held on Tuesday, February 27, 2024, from 10:00 a.m. - 12:00 p.m.**

As a registered vendor, you have the opportunity to interact with providers and showcase your programs and services to:

- Afterschool program leaders and staff from public, private, faith-based, urban, suburban, rural, large and small organizations
- Child care providers
- Summer camp providers
- Recreation programmers
- Youth-serving agencies such as YMCAs, Boys and Girls Clubs, Children Services Council-funded organizations, etc.
- Anyone who works with children through out-of-school time programs

***BENEFITS OF BEING A VENDOR***

- Generate on-site sales
- Boost your company's image and increase visibility
- Establish or enhance your market presence
- Meet with area afterschool professionals all under one roof
- Demonstrate your products and services
- Generate new sales leads
- Receive complimentary listing in Vendor

***INSURANCE LIABILITY***

A Liability Insurance Policy shall be provided with minimum limits of Two Hundred Fifty Thousand Dollars (\$250,000) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of Three Hundred Thousand Dollars (\$300,000) per aggregate. Inflatable companies, party/game buses and others deemed necessary are to be \$1,000,000. Said insurance policy shall specifically protect the City of Delray Beach by naming City of Delray Beach as an insured under the Liability Policy as well as on any Excess Liability Policy coverage. The official title of the certificate holder is City of Delray Beach. This official title shall be used in all insurance documentation.

***REGISTRATION***

Complete and return the attached vendor registration form along with your payment and door prize donation of your choice (i.e. products, services, free classes, etc.) Be creative in choosing a prize that will benefit an afterschool or summer camp program. This is an excellent opportunity to promote your products and services.

Door prizes must be received by mail or delivered by Friday, February 16, 2024. Please contact Danielle Pearson to arrange delivery of your door prize. You will receive a confirmation email once your registration and door prize have been received.

Are you interested in participating in our Resource Fair, but unable to attend the big event? Participate as a "Vendor on the Go" and be included in the Vendor Directory. To take advantage of this opportunity, please submit payment, a door prize, and 400 informational pieces for distribution before Friday, February 16, 2024.

**Register soon; space is limited! For more information, please contact Danielle Pearson at (561) 243-7000 x5204 or by email at [pearson@mydelraybeach.com](mailto:pearson@mydelraybeach.com)**

***WAIVER***

**NOTICE:** This permit contains a release indemnity and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

**TO CITY OF DELRAY BEACH:** In consideration of the opportunities afforded to me and/or my group by this Permit, I, the undersigned participant, freely agree to and make the following contractual representations and agreements:

*I, the undersigned, do hereby knowingly, freely, and voluntarily assume all risk and liability for any damage or injury that may occur as a result of my and/or my group's use of the park facility identified herein during the time period I and/or my group are using same and further agree to release, waive, discharge, and covenant not to sue the City of Delray Beach, its officers, agents, employees, and volunteers (all for the purposes herein referred to as "Releasees") from any and all liability or claims that may be sustained by me directly or indirectly in connection with, or arising out of, my or my group's use of the park facility as described herein, whether caused in whole or in part by the negligence of the City of Delray Beach or the Releasees.*

*I further agree to indemnify and hold the City of Delray Beach, its officers, employees, and agents harmless from and against any claim, demand, or cause of action or whatsoever kind or nature, including attorney's fees, costs, and expenses, resulting from losses sustained by third parties arising out of actions or alleged actions in connection with this Permit.*

*I agree that I have read this form, fully understand its terms, and understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agree that, if any portion of this contract is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.*

**NOTICE:** This document is deemed a public record under the laws of the State of Florida and can be inspected by anyone, including vendors and caterers, who may solicit business from this record.