

# OVERTOWN BLOCK PARTY & HERITAGE MARKET

*Celebrating the Harlem of the South*



## FRI. JUN. 20TH - VENDOR REGISTRATION FORM

2PM - 7PM | DUNNS JOSEPHINE HOTEL, 1028 NW 3RD AVENUE, MIAMI, FL 33136

### 1. VENDOR INFORMATION

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

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

### 2. VENDOR CATEGORY (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Food Vendor            | <input type="checkbox"/> Food Truck         |
| <input type="checkbox"/> Artisan/Crafter        | <input type="checkbox"/> Retail Merchandise |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Community Resource |
| <input type="checkbox"/> Health & Wellness      | <input type="checkbox"/> Author/Artist      |
| <input type="checkbox"/> Other: _____           |   |

### 3. PRODUCTS / SERVICES TO BE SOLD OR DISPLAYED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. VENDOR SPACE REQUEST (Complimentary)

- Standard Vendor Space (10' x 10')
- Nonprofit Information Table
- Food Vendor Space
- Food Truck Space
- Community Partner Table



### 5. VENDOR RESPONSIBILITIES

(You Must Provide)

- |  |  |
|--|--|
| <input type="checkbox"/> Tent (if desired)   | <input type="checkbox"/> Chair(s)          |
| <input type="checkbox"/> Table(s)  | <input type="checkbox"/> Display materials |
| <input type="checkbox"/> Extension cords (if electricity has been approved in advance) |  |
| <input type="checkbox"/> Trash receptacle for your booth area                          |  |

**! SETUP BEGINS AT 12:00 PM  
ALL VENDORS MUST BE READY BY 1:45 PM**

### 9. LIABILITY RELEASE

I, the undersigned, understand that participation in the Overtown Block Party & Heritage Market is at my own risk. I release the Overtown Business Association, Dunns Josephine Hotel, sponsors, volunteers, and partners from any liability for loss, theft, damage, injury, or claims arising from my participation.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 6. REQUIRED DOCUMENTATION (Must be Submitted)

- Completed Vendor Registration Form
- Certificate of Insurance (COI)
- Business License (if applicable)
- Food Permit (food vendors only)
- Signed Vendor Agreement

### 7. INSURANCE REQUIREMENT (REQUIRED)

All vendors must provide proof of liability insurance.

- General Liability Insurance: Minimum \$1,000,000 per occurrence
- Coverage must be valid for the event date.
- Vendors are responsible for any damage, injury, or loss arising from their participation.

#### ADDITIONAL INSURED

Certificate of Insurance must name the following as Additional Insured:

**Overtown Business Association**  
1490 NW. 3rd Ave.,  
Miami, FL 33136

**Dunns Josephine Hotel**  
1028 NW 3rd Avenue  
Miami, FL 33136



**SUBMISSION DEADLINE: JUNE 13, 2025**

Email documents to: [Info@OvertownBiz.org](mailto:Info@OvertownBiz.org)

### 8. VENDOR ACKNOWLEDGMENT

I understand that vendor space is provided at no cost; however, participation is contingent upon submitting all required documentation, including proof of insurance. Vendors who fail to provide the required documents will not be permitted to participate.

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 10. FOR MORE INFORMATION

**786-297-7770**

[Info@OvertownBiz.org](mailto:Info@OvertownBiz.org)

[OvertownBiz.org](http://OvertownBiz.org)

*Thank You!*

FOR SUPPORTING LOCAL BUSINESS,  
PRESERVING CULTURE, AND  
BUILDING COMMUNITY IN  
HISTORIC OVERTOWN.