



**BIKETOBERFEST® 2020  
MASTER PLAN APPLICATION  
For Private Property  
Outdoor Vendor**



*Instructions: Complete this form fully, sign and return with \$300.00 application fee plus twelve cents per square foot usage fee. **Make all checks payable to The City of Daytona Beach. Only completed, signed forms will be accepted.***

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Type \_\_\_\_\_ CODB Business Tax ID # \_\_\_\_\_

Business Street Address \_\_\_\_\_ D.B, FL, Zip \_\_\_\_\_

Business Contact Name \_\_\_\_\_ Business Contact Phone Number \_\_\_\_\_

12-Digit Tax Parcel ID # \_\_\_\_\_ Is applicant the property owner? Yes/No (circle one) If NO, complete the attached notarized authorization of owner form and submit with your application.

Email (Required) \_\_\_\_\_

**The following is a description of my 2020 Biketoberfest® Site Plan:**

1) Type of product(s) to be sold: \_\_\_\_\_

**Note: Displayed merchandise must not be offensive to minors**

2) Entertainment? Yes/ No (circle one) If yes, specify type of entertainment: \_\_\_\_\_

**Required: Detail live entertainment including names and performance times for national /major acts. House bands information is due 30 days in advance of event. Describe equipment to be used. Diagrams must specifically show speaker and stage direction and if music is live or taped recorded.**

3) Hours of operation \_\_\_\_\_ 4) Total number of vendors \_\_\_\_\_ = # of food vendors \_\_\_\_\_ # of retail vendors \_\_\_\_\_

5) Paid Parking? Yes/ No (circle one) Signs must be professionally painted and advertise price.

6) Food to be sold? Yes/ No (circle one). If yes, specify location on the site plan. **Note: Tents with cooking operations, "Cooking Tents", must be a minimum of 3 feet from buildings, 4 ft. from sidewalks, 10 ft. from merchandise tents and have proper fire extinguisher. See attached guidelines.**

7) Alcohol to be sold by applicant? Yes/ No (circle one). If yes, specify location on the site plan and provide a copy of state license.

8) Alcohol to be sold by charity? Yes/ No (circle one) If yes, provide charity name(s) and proof of 501C status

Charity Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Volusia County Business Address \_\_\_\_\_

9) Charity or Drawing by Donation? Yes/ No (circle one) Name: \_\_\_\_\_

A Drawing by Donation form must be filled out and submitted by the 501-C-3 / 501-C-6 Corporation

Complete Business Address \_\_\_\_\_

**SITE PLAN SHALL BE ATTACHED ON SEPARATE SHEET – NO HAND DRAWN PLANS ACCEPTED. IDENTIFY STREET(S) BORDERING YOUR PROPERTY AND LIST ADDRESS AND PHONE ON SITE PLAN. (See example)**

*Plans shall be drawn with sufficient detail to adequately describe all proposed outside activities, including types of vendors and placement. Plans with insufficient information will prompt denial.*

I understand and agree to the terms and limitations of this application as described in the approved guidelines for outdoor vendor activities.

Authorized Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Please drop off or mail completed form, site plan and check to:

**Daytona Beach Area Convention & Visitors Bureau**

126 East Orange Avenue, Daytona Beach, FL 32114

Phone: 386-255-0415

**Deadline for Submission is Monday, June 8, 2020, 4:00 p.m.**