



The Mobile Parks & Recreation Department has a mission to increase the social, emotional, and physical well-being of our community by providing diverse activities in secure and welcoming places.

The Events Division of MPRD contributes to that mission by providing events that allow citizens of Mobile and the greater public at large to enjoy safe, fun-filled events for everyone. Vendor participation is an integral component of these events.

In an effort to continue to improve the quality of events, the Events Division has created an online vendor application process that will present a clear and concise process for vendor participation.

Vendors and food vendors interested in applying can visit [MPRD.RecDesk.com](https://www.mprd.com/RecDesk.com) to apply!

All events organized by the Mobile Parks & Recreation Department’s Events Division are divided into 3 tiers: Silver, Gold, & Platinum. Please see the information below to determine the general pricing for each event.

	SILVER	GOLD	PLATINUM
VENDORS	\$25.00	\$50.00	\$100.00
FOOD VENDORS	\$50.00	\$150.00	\$250.00
NON-PROFITS	WAIVED	WAIVED	WAIVED

Price is per event, not a bundled price. In addition to this information, events occurring in a series offer promotional discounts for vendors who apply for the entire event series at once. Please see the notes under each event for more details.

SILVER TIER EVENTS

Saturdays at the Coop (12 Event Series)	1/14, 2/11, 3/11, 4/15, 5/13, 6/10, 7/15, 8/12, 9/9, 10/14, 11/11, 12/9	<i>Pay for all events at once and get 2 free!</i>
Black History Month		2/1, 2/8, 2/15, 2/22
Spring Movies in the Park (8 Event Series)	3/2, 3/9, 3/16, 3/23, 3/30, 4/6, 4/13, 4/20	<i>Pay for all events at once and get 2 free!</i>
Sip N Paint		3/29, 9/25, 12/4
Spring/Summer Market (10 Event Series)	5/6, 5/13, 5/20, 5/27, 6/3, 6/10, 6/17, 6/24, 7/1, 7/8	<i>Pay for all events at once and get 2 free! Vendors only. Must also qualify per the Certified Market Guidelines to be able to participate.</i>
Juneteenth		6/19
Fall Movies in the Park: (8 Event Series)	9/7, 9/14, 9/21, 9/28, 10/5, 10/12, 10/19, 10/26	<i>Pay for all events at once and get 2 free!</i>
Fall Market in the Park (6 Event Series)	10/14, 10/21, 10/28, 11/4, 11/11, 11/18	<i>Pay for all events at once and get 1 free! Vendors only. Must also qualify per the Certified Market Guidelines to be able to participate.</i>

GOLD TIER EVENTS

Kids Day	1/7, 4/22, 7/15, 11/4
Friday Night Live	5/5, 11/24
Spring Fling	4/8
Small Business Saturday	11/25 (Vendors Only)
Holiday Extravaganza	12/16 (Non-Profits Only)

PLATINUM TIER EVENTS

Kites Over Mobile	4/15, 4/16
Prince Tribute Concert	6/7
4th of July Celebration	7/4
MOBtober Fest	10/28
Lighting of the Tree	11/17

LODA ARTWALK

ArtWalk is held the second Friday of each month (except February). This event is only open to vendors and non-profits. No food vendors. Vendors must sign up through the Mobile Arts Council by emailing Sydney Cramer at scramer@mobilearts.org or signing up directly on their website. Non-Profits can sign-up at MPRD.RecDesk.com.

Please note, there are some events restricted to specific types of vendors and/or food vendors, and some events have limited availability. Details on these restrictions will be on each event application.

While this is a comprehensive list of all events currently scheduled in 2022 with vendor & food vendor opportunities, the Events Division may add additional opportunities throughout the year. When this occurs, all vendors & food vendors currently on the Division's email list will be notified of the addition. If you would like to be added to this email list or if you have any questions, please email MPRDEvents@cityofmobile.org. Thank you for your interest in joining Mobile Parks & Recreation to create safe, fun-filled events for all of Mobile!

HOW TO CREATE AN MPRD RECDESK ACCOUNT

1. Visit MPRD.RecDesk.com and click Create Account.
2. Fill in your name, phone number, and email before clicking Continue.
3. Fill out the required information and create a username and password.

Congratulations! You've just created a City of Mobile Parks & Recreation Department RecDesk account where you can sign up for classes, programs, and events!

HOW TO APPLY FOR EVENTS AS A VENDOR OR FOOD VENDOR

1. Visit MPRD.RecDesk.com and click Programs. You may filter the programs by the type Events to locate event applications only. You may additionally filter by subtype to locate Food Vendor Applications, Vendor Applications, or Non-Profit Application only.
2. Click on the program/event name you wish to apply for and click on the green Register button.
3. Click on your name in the Member Dropdown. Select the Fee Type and click Save. The fee type will be \$0.00 until your application has been reviewed for approval.
4. Next, Go To Checkout. Again, there will be no fees until your application has been reviewed for approval.
5. Fill out the program/event application including uploading any required documents (City of Mobile Business License, Health Department Release, etc.) then click the green Submit Form button.
6. Finally, read and review the waiver before clicking. Accept Waiver if you wish to proceed.

Your application is complete when you see the *"Checkout has been successfully completed!"* message. If you have an email on file, you will receive a confirmation email.

Once your application has been reviewed, you will receive an invoice upon approval to your primary email address you entered during registration. If your application is rejected, you will also receive a notification email with an explanation.

Thank you for registering with the City of Mobile Parks & Recreation Department's Events Division!

**For any questions or assistance, please contact the Events Division at
MPRDEvents@cityofmobile.org or (251) 208-1550.**

Our division is open Monday through Friday, from 8 am until 5 pm.

WORKING WITH THE CITY OF MOBILE

Thank you for your interest in doing business in our historic port city! A valid City of Mobile business license is required for any company or person engaged in business within the corporate limits as well as the police jurisdiction. As a vendor participating in City events, you are required to acquire a Business License. This is an annual license that expires on December 31 for the calendar year in which it is issued.

Initial Peddlers License Includes:

LICENSE	\$50.00
TAX DEPOSIT	\$70.00
ISSUE FEE	\$10.00
TOTAL	\$130.00

A half year license (starting July 1) is a \$25 license, \$70 deposit, and \$70 issue fee.

Initial Food Vendor License Includes:

LICENSE	\$120.00
ISSUE FEE	\$10.00
TOTAL	\$130.00

A half year license (starting July 1) is a \$60 license fee and a \$70 issue fee.

YOU CAN APPLY FOR YOUR BUSINESS LICENSE IN-PERSON AT:

City of Mobile, Revenue Department
205 Government Street, 2nd Floor, S. Tower, Mobile, Alabama 36652
251-208-7462, Option 1

OR ONLINE:

<https://www.cityofmobile.org/government/revenue/business-license-application/>

TO OBTAIN A BUSINESS LICENSE, YOU WILL NEED TO PROVIDE THE REQUIRED DOCUMENTATION:

SOLE PROPRIETOR:

- Copy of your government-issued photo ID or valid driver's license
- Signed Citizenship form located at: <https://www.cityofmobile.org/government/revenue/revenue-forms-and-applications/>

FOR A LLC, CORPORATION OR NON-PROFIT:

- Copy of the owner's/officer's current government-issued photo ID or valid driver's license.
- Copy of your article of formation stamped/recorded by probate court including certificate.

FOOD TRUCK VENDORS ARE REQUIRED TO HAVE:

- Board of Health Clearance
- Fire Inspection Report
- MPRD Park Permit (if operating within a City park)

YOU CAN APPLY FOR YOUR MPRD PARK PERMIT:

- In Person: 48 N Sage Ave, Mobile, AL 36607
- Or online at MPRD.RecDesk.com