

29th Annual Memorial Day RiverFest

Presented by:

The City of Green Cove Springs



The 29th Annual Memorial Day RiverFest in Green Cove Springs will be held Monday, May 29, 2017. Everyone is invited down to Spring Park to enjoy the wide range of events including Opening Ceremonies at 10:00 am to honor local veterans, food, arts and crafts booths, live entertainment, and ending with an amazing fireworks display.

SCHEDULE

<i>Monday May 29, 2017</i>
Vendor Set Up: 7:00 AM until 9:00 AM General Festival: 10 AM – 9 PM (FIREWORKS)

Applications due by May 10, 2017 EXTENDED TO May 18th
We are no longer accepting Food Vendors!

Questions:

Contact Kimberly Thomas @ kthomas@greencovesprings.com

Or by phone @ [904-297-7500](tel:904-297-7500) ext. 3320

City of Green Cove Springs Vendor Agreement must be received with application!

VENDOR RULES AND REGULATIONS

The City of Green Cove Springs reserves the right to limit the number and types of vendors in the best interest of the festival. All vendors must be approved and registered with the City of Green Cove Springs. Anyone not complying with these rules and regulations will be escorted from the festival areas.

The City of Green Cove Springs reserves the right to review any exhibit or work of art considered inappropriate and reserves the right to ask the offending Vendor to correct the inappropriate exhibit or work of art or to leave the show.

Vendors will not be limited to maximum number of spaces or works. Exhibit spaces are 15' X 10' unless a second space is reserved and prepaid for. Vendors are to provide their own 100' of extension cord, tables, chairs, canopies and lights.

Space assignments are determined based upon the best interests of the festival, and will be provided in the Vendor Packet prior to event date. This contract neither implies nor grants any preferential location.

All exhibitors are responsible for collecting Florida Sales Tax on all items sold & submitting payment to the Department of Revenue.

Due to our planning expenses, there will be no refunds for cancellations or inclement weather. No rain dates will be made.

Please keep surrounding area clean of trash. Animals and/or alcoholic beverages are not allowed in the exhibition area. All signs must be kept within your assigned space so as not to block the walk/cart paths.

If you need more than a 15' X 10' area, you will be charged for additional space!

Electricity

Electricity for Memorial Day festival will be available at NO additional fee (where available). Vendors will have access to ONE 110Volt GFI outlet, on a 20 amp or 30 amp breaker. Vendors are responsible for covering all cables and wires in his or her booth, and MUST be covered at ALL times. Extension cords, splitters, etc. will NOT be provided. Please plan on bringing a minimum of 100' of extension cord and any additional equipment you may require to the event.

Set Up

After your application is received and accepted you will receive additional information on your space assignment and vendor parking.

Mandatory set-up will begin at 7 AM on May 29, 2017 and MUST be completed by 9:00 AM when streets will be closed to vehicle traffic until the law enforcement officials allow vehicles back on the road. Any vehicles on the roads after 9:00 AM are subject to tow by GCS Police Department at the cost to the vendor. Food vendors will be able to set-up the night before the event starting at 5 PM on May 28, 2017, at your own risk as security is not provided. No vendor will be allowed to break down their booth until after 9 PM – This is a safety issue and no exceptions will be made! All vendor exhibits must be removed from the area the same day, Monday, May 29, 2017.

Food Vendor Specific

Vendors are responsible for all permits, licenses, inspections, etc. Also, vendors are required to abide by all rules and regulations set by the Florida Department of Business and Professional Regulation. The information can be found at: http://www.myflroidalicense.com/dbpr/HR/forms/documents/5030_034.pdf

The FL DBPR requires all **FOOD** vendors purchase a temporary food vendor license. The license fee will be based on the length of the event. FL DBPR requires payment by money order, presented on the day of the event. The current fee for a 1-3 day event is \$91.00.

There will be limited availability for in the Food Court and applications will be accepted on a "first come, first serve" basis. All food vendors are required to submit the menu of items for sale and a price list along with their application, however **do not** send in payment until your menu and application are approved. **Please note: All menu items are subject to review and acceptance, and no additional items may be added after the application has been approved. Any vendor selling items not preapproved will be asked to stop and if they do not comply they will be asked to leave.** The City of Green Cove Springs reserves the right to limit the number and types of food vendors in the best interest of the festival. Concession trailers that are self contained are allowed. A trailer (**including the tongue**) requiring more area than the designated 15' x 10' will be charged for an additional space.

Non-Food Vendor Specific

All **NON-FOOD** vendors will be required to list the items for sale on the description portion of the application.

The City of Green Cove Springs reserves the right to limit the number and types of vendors in the best interest of the festival. **There will be a limit of two "like kind" vendors only, and will be accepted on a "first come, first serve" basis.** The City will not monitor i.e. same business, etc.

Non-Profit/Candidate Vendors

All non-profit vendors will be required to submit Proof of non-profit/not-for-profit status.

Non-profit/Candidate vendors will no longer be allowed to sell or give away any food or drink items. This interferes with the profitability of the paid vendors. Candidates agree to post political signs at their assigned booth location only. Thank you for your understanding.

FEES

	Memorial Day
FOOD	100.00
NON-FOOD	50.00
CANDIDATES	25.00
NON-PROFIT	0.00

CANCELLATIONS

Any cancellation must be made in writing and received by the City of Green Cove Springs no later than May 15, 2017

Please make Checks and Money Orders payable to City of Green Cove Springs.

No refunds will be made after the above listed date.

Mail Applications to:

**The City of Green Cove Springs
Attn: Kimberly Thomas
321 Walnut Street
Green Cove Springs, FL. 32043**



FOOD VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

This must be completed to provide you the best service!

- Food Vendor Booth Dimensions: _____
- Concessions Trailer Dimensions: _____ (including tongue)
- Water
- Electricity (30amp or 50amp)

Will you be staying overnight for the festival?
How many rooms: _____ How many nights: _____

Fees:

EVENT	Quantity	Price	Totals
Memorial Day Space Rental		\$100.00	

Do not send in payment until your application has been approved.

There will be availability for 10 Main Food Vendors in the Food Court and applications will be accepted on a "first come, first serve" basis. **Please note:** All menu items are subject to review and acceptance, and no additional items may be added after the application has been approved. Any vendor selling items not preapproved will be asked to stop and if they do not comply they will be asked to leave. The City of Green Cove Springs reserves the right to limit the number and types of food vendors in the best interest of the festival.

Requested Menu Items:

Prices:

Please attach separate page if more space is needed.

Applications due by no later than May 15, 2017



NON-FOOD VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

This must be completed to provide you the best service!

Vendor Booth Dimensions: _____

Water

Electricity (30amp or 50amp)

Will you be staying overnight for the festival?
How many rooms: _____ How many nights: _____

Fees:

EVENT	Quantity	Price	Totals
Memorial Day Space Rental		\$50.00	

Do not send in payment until your application has been approved.

All **NON-FOOD** vendors will be required to list the items for sale on the description portion of the application.

The City of Green Cove Springs reserves the right to limit the number and types of food vendors in the best interest of the festival. **There will be a limit of two "like kind" vendors only, and will be accepted on a "first come, first serve" basis. The City will not monitor i.e. same business, etc.** In order for your application to be accepted you **MUST** complete the following Items for Sale description.

Please attach separate page if more space is needed.

Applications due by no later than May 15, 2017



NON-PROFIT/CANDIDATE VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Fees:

EVENT	Quantity	Price	Totals
CANDIDATE - Memorial Day Space Rental		\$25.00	
NON-PROFIT - Memorial Day Space Rental		\$0.00	

Do not send in payment until your application has been approved.

All non-profit vendors will be required to submit Proof of non-profit/not-for-profit status with their application in order to receive discounted price. **Non-profit/Candidate vendors will no longer be allowed to sell or give away any food or drink items. This interferes with the profitability of the paid vendors.**

Candidates agree to post political signs at their assigned booth location only.

This must be completed to provide you the best service!

Vendor Booth Dimensions: _____

Water

Electricity (30amp or 50amp)

Will you be staying overnight for the festival?
How many rooms: _____ How many nights: _____

**In order for your application to be accepted you
MUST complete the Description section below.**

Description:

Please attach separate page if more space is needed.

Applications due by no later than May 15, 2017

City of Green Cove Springs Vendor Agreement (Must be received with application!)

The City of Green Cove Springs believes in equal opportunities for all vendors and we will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration. In selecting participants, criteria may include menu items, past history, the promptness of application arrival, and event area accommodations. The City of Green Cove Springs reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion.

As a participant in the 29th Annual Memorial Day RiverFest, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with the Festival. Furthermore, I understand that I should carry my own insurance and that I store my products and equipment overnight at my own risk.

I agree to waive and relinquish all claims I may have against the City of Green Cove Springs, and all associated sponsors and staff of the Festival and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Festival.

I agree that I am responsible for the transportation, insurance and sale of my products. I also understand that I am responsible for collecting and reporting sales tax on all transactions made during the Festival.

I agree to provide a specified list of all items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit, or add to the list after approval.

I understand that I must comply with ALL State of Florida Division of Business and Professional Regulation's (FL DBPR) rules pertaining to food sales at special events. I understand that failure to comply with FL DBPR regulations may result in being asked to leave the Festival, forfeiting all fees.

I agree to pay all the necessary fees set forth in this application. I understand that my checks will be deposited upon applications acceptance to the Festival. I understand that all cancellations must be made in writing and must be postmarked by no later than May 15, 2017, and that absolutely no refunds will be considered after the above given dates.

I agree to be present on the day of the event and remain at the event until closing. If I am late or choose to leave early (after the roads close at 9:00 AM or before the roads open at 10 PM to vehicular traffic) I will need to walk my wares and equipment in and or out of the festival area.

I agree that all demonstrations and exhibits may be photographed for publicity purposes.

I have read through the application and I agree to abide by all rules set forth in this agreement in consideration of my being allowed to participate in the Memorial Day RiverFest Celebration.

Applicant Signature: _____

Date: _____