

Craft/Non-Food & Non-Profit Application
18th Annual Christmas on Walnut Street Festival

Presented by:

The City of Green Cove Springs



The 18th Annual Christmas on Walnut Street Festival in Green Cove Springs will be held Saturday, December 2, 2017. Everyone is invited to enjoy an amazing Christmas parade, the food vendors & local restaurants, arts and crafts booths, pictures with Santa, live entertainment, and the Lighting of the City Christmas Tree at 7:00 pm.

SCHEDULE

<i>Saturday, December 2, 2017</i>
Vendor Set Up: 11:00 AM until 12:30 PM General Festival: 1:00 PM – 7:00 PM

To ensure you receive your Vendor Assignment and Parking Pass, applications are due by November 15, 2017!

Questions:

Contact Kimberly Thomas at kthomas@greencovesprings.com

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

City of Green Cove Springs Vendor Agreement must be returned 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 festival.

Vendors will not be limited to maximum number of spaces or works. Exhibit spaces are 15' X 15' 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 after November 15, 2017 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 15' area, you will be charged for additional space!

Electricity

Electricity for 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 11:00 AM on December 2, 2017 and MUST be completed by 12:30 PM 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 12:30 PM are subject to tow by GCS Police Department at the cost to the vendor. Exhibits are to be displayed through entire festival hours. No vendor will be allowed to break down their booth until after 7:00 PM, however if you must leave prior to 7:00 PM, you must walk your wares and equipment out. This is a safety issue and no exceptions will be made! All vendor exhibits must be removed from the area the same day, Saturday, December 2, 2017.

All Vendors

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.myfloridalicense.com/dbpr/HR/forms/documents/5030_034.pdf

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 non-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.

Non-Profit Vendors

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 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.

Thank you for your understanding!

FEES

Christmas on Walnut Street	
CRAFT/NON-FOOD	50.00
NON-PROFIT	0.00
NON-PROFIT (If selling items)	25.00

CANCELLATIONS

Any cancellation must be made in writing and received by the City of Green Cove Springs no later than November 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



CRAFT/NON-FOOD VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Vendor Booth Dimensions: _____

Water

Electricity (20amp)

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

Fees:

EVENT	Quantity	Price	Totals
Christmas on Walnut Street Rental Spaces		\$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 non-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** list the "Items for Sale" below.

**To ensure you receive your Vendor Assignment and Parking Pass, applications are due by
November 15, 2017!**



NON-PROFIT/CANDIDATE VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Entry	Water	Booth Size	Electricity (30 or 50 amp)	Fee
Non-Profit				\$0.00
Non-Profit (If selling items)				\$25.00
Candidate				\$25.00

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.

Thank you for your understanding!

<p>Will you be staying overnight for the festival? How many rooms: _____ How many nights: _____</p>
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In order for your application to be accepted, you MUST complete the Description section below.

Description:

**To ensure you receive your Vendor Assignment and Parking Pass, applications are due by
November 15, 2017!**



City of Green Cove Springs Vendor Agreement

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 18th Annual Christmas on Walnut Street Festival, 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.

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 November 15, 2017, and that absolutely no refunds will be considered after the above given date.

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 12:30 AM or before the roads open at 7:00 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 18th Annual Christmas on Walnut Street Festival.

Applicant Signature: _____

Date: _____