

# 30<sup>th</sup> Annual Memorial Day RiverFest

Presented by:

The City of Green Cove Springs



The 30<sup>th</sup> Annual Memorial Day RiverFest in Green Cove Springs will be held Monday, May 28, 2018. 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

<b><i>Monday May 28, 2018</i></b>
Vendor Set Up: 7:00 AM until 9:00 AM General Festival: 10 AM – 9 PM (FIREWORKS)

**Applications due by May 15, 2018**

Questions:

Contact Kimberly Thomas @ [kthomas@greencovesprings.com](mailto: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 12' X 10' unless a second space is reserved and prepaid for. **If you need more than a 12' X 10' area, you will be charged for an additional space!** Vendors are to provide their own 100' of extension cord, water hoses, 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.

**Electricity:** Electricity for Memorial Day festival will be available at NO additional fee (where available), so please indicate your needs clearly on the application! 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. Only one parking pass per vendor to accommodate everyone.

Mandatory set-up will begin at 7 AM on May 28, 2018 and MUST be completed by 9:00 AM when streets will be closed to vehicle traffic until 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. 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 28, 2018. \*\*\*Food vendors will be able to set-up the night before the event starting at 5 PM on May 27, 2018, at your own risk as security is not provided. Please indicate on your application if you plan to arrive the night before and a time if possible!

### 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](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. This is your responsibility and not monitored by the City of Green Cove Springs.

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. ***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 vendors 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 12’ 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 same business (example: Scentsy, Lularoe, etc.)

### Non-Profit/Candidate Vendors

All non-profit vendors will be required to submit Proof of Non-Profit status.

Non-profit vendors will be required to pay a fee if they want to sell items, as this interferes with the profitability of paying vendors. Candidates agree to post political signs at their assigned booth location only.

Thank you for your understanding.

### FEES ARE NON-NEGOTIABLE

FOOD	\$100.00
NON-FOOD	\$50.00
CANDIDATES	\$25.00
NON-PROFIT - SALES	\$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, 2018

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)

**REQUIRED: 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	

There will be availability for approx. 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 are due no later than May 15, 2018**



## CRAFT 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)

**REQUIRED: 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	

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 are due no later than May 15, 2018**



## 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 w/ Sales		\$25.00	
NON-PROFIT - Memorial Day Space Rental		\$0.00	

All non-profit vendors will be required to submit proof of non-profit status with their application in order to receive discounted price. Non-profit vendors will be required to pay a fee if they want to sell items, as this interferes with the profitability of paying vendors. Candidates agree to post political signs at their assigned booth location only. Thank you for your understanding.

**This must be completed to provide you the best service!**

- Vendor Booth      Dimensions: \_\_\_\_\_
- Water
- Electricity (30amp or 50amp)

**REQUIRED: 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 are due no later than May 15, 2018**  
**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 30<sup>th</sup> 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, 2018, 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: \_\_\_\_\_