



# The 20<sup>th</sup> Annual **SOUL FOOD** Festival

## October 2, 2021

**Presented by Soul Food Festival Inc. & The City of Green Cove Springs**

Come join us for the 20<sup>th</sup> Annual Soul Food Festival celebration  
located in Green Cove Springs at the Vera Francis Hall Park.  
Events will range from Live Entertainment, Health Expo, BBQ Ribs and  
Sweet Potato Pie Contest, Children Zone/Activities, and much more!

**Applications are due NO LATER than September 20, 2021 and can be found at**

[www.greencovesprings.com](http://www.greencovesprings.com)

**EVENT LOCATION: Vera Francis Hall Park at  
1400 Martin Luther King Jr Blvd, GCS, FL**

This year's theme is:

***Family Reunion – Reunited***

***2021***

**Mail Application/Fee to:**

**Soul Food Festival, Inc.**

**Attn: Felecia Hampshire**

**508 Franklin Street**

**Green Cove Springs, FL 32043**

For additional information contact Felecia Hampshire at 904-622-7903

### Vendor Rules and Regulations

- Soul Food Festival, Inc. reserves the right to limit the number and types of vendors in the best interest of the Festival.
- Soul Food Festival Inc. also does not offer exclusivity to vendors.
- All vendors must be approved and registered with Soul Food Festival, Inc.
- Anyone not complying with these rules and regulations will be escorted from the Festival areas.
- Soul Food Festival Inc. reserves the right to review any exhibit or work of art considered inappropriate, reserves the right to review an exhibit or work of art considered inappropriate, and reserves the right to ask the offending vendor to correct an inappropriate exhibit or work of art or to leave the Festival.

Exhibit spaces are 12 x 12 and WILL include electricity outlets. **If you need more than a 12 x 12 area, you will be charged for additional space.**

- Vendors are to provide their own 100' extension cord, tables, chairs, canopies, and lights.
- Space assignments are determined based upon the best interests of the Festival, on a "first come, first serve" basis.
- This contract neither implies nor grants any preferential location.
- All exhibitors are responsible for collecting Florida Sales Tax on all items sold and 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.
- Electricity for the Soul Food Festival will be available at NO additional fee (where available). Vendors will have access to one (1) 110 volt outlet, up to 2,000 watts. Vendors are responsible for covering all cables and wires in their booth. They **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.

### Setup

- You will receive additional information on your space assignment and vendor parking after your application is received and accepted.

- You will be able to setup the day before the event starting at 4 p.m. **Setup is at your own risk!**
- You must be setup no later than 9 a.m. the day of the event, at that time the streets within the park will be closed to vehicular Traffic until 8 p.m. **No exceptions!**
- Exhibits are to be displayed through the entire Festival events. All vendor exhibits must be removed at the close of the event.

### **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 Regulations (DBPR). The information can be found at <http://www.myfloridalicense.com/dbpr/> .
- The DBPR requires all **FOOD** vendor purchase a temporary food vendor license. The license fee will be based on the length of the event. 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. A mandatory meeting will be held at 9:30 a.m. on October 2, 2021 with Soul Food Festival, Inc. planners and the DBPR at the main tent at Vera Francis Hall Park.
- All **FOOD** vendors are required to submit the menu items for sale and a price list along with their application. Please note: All menu items are subject to review and acceptance. Soul Food Festival Inc. reserves the right to limit the number and types of food vendors in the best interest of the festival. Menus are accepted on a “first come, first serve” basis.
- Concession trailers that are self-contained are allowed. A trailer requiring more area than the designated 12’ x 12’ will be charged for additional space.

### **Fees**

<b>Food Truck</b>	<b>\$125</b>
<b>Food Vendor</b>	<b>\$100</b>
<b>Non-Food Vendor</b>	<b>\$50</b>

**Any cancellations must be made in writing, no later than September 20, 2021**

## Vendor Application

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Please select a vendor type:

Non-Food

Food - Regular Booth

Concession Trailer

Event	Quantity	Price	Totals
Space Rental			=

**Please make checks and money orders payable to Soul Food Festival Inc.**

In order for your application to be accepted,  
you **MUST** complete the Menu/Items for sale section below.

Requested Menu/Sale Items	Prices

Please attach a separate page if more space is needed.

**Applications are due no later than September 20, 2021.**

**PLEASE COMPLETE**

Will you be staying overnight for the festival?

How many rooms: \_\_\_\_\_ How many nights: \_\_\_\_\_

Some local suggestions:

Fleming Island Inn and Suites #904-215-8900

Holiday Inn & Suites #904-562-7400

Courtyard Marriott #844-347-8115

Fairfield Inn #904-278-7442

Days Inn #904-269-8887

Soul Food Festival, Inc. believe in equal opportunities for all vendors and we will 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. Soul Food Festival, Inc. reserves the right to deny acceptance of an applicant if past experience or other factors warrant exclusion.

As a participant in the 20<sup>th</sup> Annual Soul Food 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 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 Soul Food Festival Inc., 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 there may be items that I may not be permitted to sell.

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

I agree to pay all the necessary fees set forth in this application. I understand that my payment will be deposited upon application acceptance to the Festival. I understand that all cancellations must be made in writing and must be postmarked no later than September 25, 2021, and that absolutely no refunds will be considered after that date.

I agree to be present all day on the day of the Festival. I agree that if I have not set up by 9:00 a.m. or if I leave the Festival early, I forfeit my booth space and all fees. **No Exceptions!!!**

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.

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Applicant Signature

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Date