



2018 BIKEFEST

EUSTIS MUSIC FESTIVAL

250 FERRAN PARK DR, EUSTIS, FL
APRIL 27-28, 2018



VENDOR APPLICATION

Vendor Business Name: _____

Owner / Manager Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Website: _____

Description of Service or Product: _____

Booth sizes and fees:

Space Size:	Quantity:	Cost:	Total:
10' x 10' (non-food)	_____	\$75.00	_____
10' x 20' (non-food)	_____	\$125.00	_____
20' x 20' (non-food)	_____	\$175.00	_____
10' x 10' (non-profit) <i>(please include your 501(c)3 or 527 with application)</i>	_____	FREE	_____

Total Enclosed: _____

Specific Requirements:

Tent/Trailer Information: Tent Trailer Tent & Trailer

Trailer Measurement: _____
(must include trailer tongue)

I sell from the: Driver's Side Passenger Side

Electricity: Each space will be provided one 110 outlet. Additional outlets are available upon request.
Please direct any questions to:
Events Department, City of Eustis
(352) 483-5491 or vendor@eustis.org

GENERAL RULES & REGULATIONS

Event: 2018 EUSTIS MUSIC FESTIVAL
Location: FERRAN PARK
250 Ferran Park Dr, Eustis, FL 32726
Dates: April 27 - 28, 2018
Times: Friday (3pm - 10pm)
Saturday (11am - 10pm)
Contact: City of Eustis
352-483-5491
vendor@eustis.org
www.eustis.org

The undersigned hereby agrees to reserve booth space to exhibit and/or sell their product or service during the City of Eustis 2018 EUSTIS MUSIC FESTIVAL, April 27-28, 2018 in Ferran Park.

PAYMENT & DEADLINE: Payment by cash, check or credit card is due upon signing of this agreement. Vendor space is limited, and applications will be accepted on a first-paid basis. The final deadline for reservation and payment is **Monday, April 23, 2018.**

SPACE: *Vendor displays must stay within designated square footage of space requested.* This includes display racks, tables, awnings, trailer tongue, tie downs, etc. You must bring your own tent (suggested but not required) and table with chairs. The total cost for a space is payable by cash, credit card or check to The City of Eustis. There will be a limited number of non-profit organization exhibition spaces available proof of 501(c)3 status must be submitted with application. All Vendors must check in for placement and other information before setting up.

ELECTRICITY: All vendors will receive **ONE** 20 AMP outlet per space. Additional outlets are available upon request. Please advise in advance the number of outlets needed when submitting application. A minimum 100 foot extension cord is required.

INSURANCE: All food vendors and vendors who sell the following must provide a certificate of insurance with the City of Eustis listed as an additionally insured: Power equipment, medical health products or services, prescription glasses, etc. This list is not inclusive and subject to the event organizers' review.

PROHIBITED ITEM: Excluding firearms and ammunition, vendors are prohibited from selling, exhibiting, displaying or promoting any type of merchandise or service that may have implicit or explicit content of violence or obscenity (visual or verbal). Excluding firearms and ammunition, no weapons may be displayed nor sold including but not limited to knives, pepper spray, swords, martial arts weapons, etc.

SAFETY: All food vendors shall have an approved fire extinguisher in their booth. Any tent over 120 square feet shall be labeled as fire-retardant. Fire extinguishers must be appropriate for the content of the exhibition space (proper A, B, C and/or K ratings). A fire inspection will be performed before the event opens.

SECURITY: The City of Eustis is not responsible for any theft, vandalism, damage or loss of business caused by others.

GENERAL RULES & REGULATIONS

(CONTINUED)

RELEASE: I consent to be photographed, videotaped and/or otherwise recorded by the City of Eustis. I grant the right to use my likeness to publish, promote, distribute, modify or edit any recording that feature or include my likeness in any media.

WAIVER: I agree to waive any and all claims of any nature against the City of Eustis, its employees, successors and any volunteers, building owners, tenants, sponsors and/or suppliers connected with the **2018 EUSTIS MUSIC FESTIVAL.**

CANCELLATIONS / REFUNDS: Should the City of Eustis cancel the event any registration fees will be rolled into future City event vendor opportunities. **THERE ARE NO REFUNDS.**

Rules for the event:

All vendors will remain open during the official event hours. No vendors shall drive into the event without permission from the City of Eustis Police or Event Staff.

- All vendors must comply with all State and Federal Laws, Statutes and Regulations.
- Merchandise displaying any wording or reference to **"Leesburg Bikefest"** will not be allowed.
- Absolutely NO stakes are allowed.
- All vendors are responsible for disposing of their trash in the provided recepticals.
- Vendors are NOT permitted to sell any alcoholic beverages including (but not limited to) beer, wine or liquor without prior approval.
- If you hire an outside company to set up your tent, they must contact the Event Coordinator for setup and breakdown instructions.
- All vendors will remain open during the official event hours.
- Set-up is between **1:00 PM - 2:30 PM Friday, April 27, 2018.** No vehicles will be allowed in the park after **2:30 PM.**
- The City of Eustis has the right to close your exhibit immediately without refund and has the right to accept or deny vendor exhibits.
- Vendors must dismantle and clean their space by 11:30 PM on Saturday, April 28, 2018.
- All sales belong to the vendor. Vendors are solely responsible for collecting and reporting applicable sales tax. All vendors agree to meet the regulations and to pay applicable fees to Florida Department of Business & Professional Regulation.
- Vendors are legally and financially responsible for all damages to grounds or other property caused by themselves or their employees.
- **The City of Eustis does not provide access to water.**

I have read and agree to the rules and regulations above.

Print Name: _____

Signature: _____

Date signed: _____

RESERVATION INFORMATION

Vendors will receive an email with information regarding check in for the event. Booth assignments will be provided upon check in. Space assignments will **NOT** be given out before check-in.

The undersigned:

- *Agrees that he/she has read and understands the Rules and Regulations of the event and will comply with all the rules and regulations described.*
- *Understands that noncompliance will result in removal of the vendor.*
- *Certifies that he/she is the responsible person referred to in the rules and that he/she is authorized to execute on behalf of the business, and accept legal process on behalf of the business.*
- *Agrees to indemnify and hold harmless the City of Eustis, building owners and tenants.*
- *Agrees to meet the regulations and to pay applicable fees to Florida DPBR the day of the event.*

I, _____(vendor), understand that I will not be allocated space until all of the specified documentation is on file in the office of the City of Eustis and all fees have been paid. I understand that all fees are non-refundable.

Signature

Date

PAYMENT INFORMATION

Check Number: _____ MASTERCARD VISA DISCOVER EXP.(MO/YR): _____

Card Number (16 digits): _____ Security Code (3 digits): _____

Name as it appears on the card: _____

Signature: _____ Date: _____

MAKE CHECKS PAYABLE TO:

City of Eustis
Attn: Events Department
10 N. Grove St, Eustis, FL 32726
Email: vendor@eustis.org
P: 352-483-5491 F: 352-357-4177

FOR INTERNAL USE ONLY:

Date Application Received: _____ Payment Method: Cash Check Card Money Order

Payment Received On: _____ Insurance: Yes No

Application Approved On: _____ Application Approved By: _____

Please direct any questions to:
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(352) 483-5491 or events@eustis.org