



# 2018 VENDOR APPLICATION

250 FERRAN PARK DR, EUSTIS, FL.  
OCTOBER 13-14, 2018

VENDOR BUSINESS NAME: \_\_\_\_\_

OWNER/MANAGER NAME: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

DESCRIPTION OF SERVICE OR PRODUCT (Includes giveaways): \_\_\_\_\_

\_\_\_\_\_

HOW DID YOU HEAR ABOUT US?: \_\_\_\_\_

## BOOTH SIZES AND FEES:

Space Size:	Quantity:	Cost:	Subtotal:
10' x 10' (non-food)	_____	<b>\$70</b>	_____
10' x 10' (food) PLEASE CALL FOR AVAILABILITY.	_____	<b>\$70</b>	_____
10' x 10' (non-profit)	_____	<b>\$70</b>	_____
<b>TOTAL DUE:</b>			_____

## SPECIFIC REQUIREMENTS:

Tent/Trailer Information: I have a:  Tent  Trailer  Tent & Trailer

Trailer/Truck Measurement: \_\_\_\_\_  
(Must include trailer tongue)

Food Trucks: I sell out of the:  Passenger Side  Driver Side  Rear

Electricity (please check one): I need a:  110/20AMPS max  220/50 (limited)

\*Each space will be provided one 110 outlet. Additional outlets are available upon request.

Please direct any questions to:  
City of Eustis Events & Tourism Department  
(352) 483-5491 or vendor@eustis.org



## RULES & REGULATIONS

**Event:** 2018 EUSTIS GOSPEL FESTIVAL  
**Location:** FERRAN PARK  
250 Ferran Park Dr, Eustis, FL 32726  
**Dates:** October 13-14, 2018  
**Times:** Saturday (10am - 9pm)  
(Subject to change) Sunday (11am - 5pm)  
**Contact:** City of Eustis Events and Tourism Department  
352-483-5491  
vendor@eustis.org  
www.eustis.org/gospelfestival

***The undersigned hereby agrees to reserve booth space to exhibit and/or sell their product or service during the City of Eustis 2018 EUSTIS GOSPEL FESTIVAL, October 13-14, 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, October 8, 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 should bring your own tent (suggested but not required), lighting, extension cords and table with chairs. Booth assignments will be provided at check in. Space assignments will **NOT** be given out before check-in.

**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 suggested.

**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 ITEMS:** 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 are required to 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 prior to the event opening.

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

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## 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 whatever nature against the City of Eustis, its employees, successors and any volunteers, building owners and tenants, sponsors and/or suppliers connected with the **2018 EUSTIS GOSPEL FESTIVAL**.

**CANCELLATIONS / REFUNDS / CREDITS:** 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 vendor(s) 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.
- Absolutely **NO** stakes are allowed.
- All vendors are responsible for disposing of their trash in the provided trash receptacles.
- 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 setup your tent, they must contact the Event Coordinator for setup and breakdown instructions.
- All Vendors will remain open during the official event hours.
- Setup is between **8:00 AM - 9:30 AM Saturday, October 13, 2018**. No vehicles will be allowed in the park after **9:30 AM**.
- 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 **6:30 PM on Sunday, October 14, 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: \_\_\_\_\_

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City of Eustis Events & Tourism Department  
(352) 483-5491 or [vendor@eustis.org](mailto:vendor@eustis.org)



## 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: \_\_\_\_\_

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