



2019 VENDOR APPLICATION

VENDOR BUSINESS NAME: _____ CONTACT 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?: _____

2019 EUSTIS EVENT LINEUP

2019 PREMIER VENDOR PACKAGE
Includes all 14 dates below and "CHOOSE YOUR SPOT" at a

32% Discount!

ALA CARTE:

	QUANTITY	COST*	SUBTOTAL
JAN 4	_____	\$35	_____
FEB 1	_____	\$35	_____
MARCH 1	_____	\$35	_____
APRIL 5	_____	\$35	_____
MAY 3	_____	\$35	_____
JUNE 7	_____	\$35	_____
JULY 5 HOMETOWN CELEBRATION**	_____	\$60	_____
AUG 2	_____	\$35	_____
SEPT 6	_____	\$35	_____
OCT 4	_____	\$35	_____
FALL FESTIVAL (10/26)**	_____	\$35	_____
NOV 1	_____	\$35	_____
LIGHT-UP EUSTIS (11/29)	_____	\$60	_____
DEC 6	_____	\$35	_____

*Pricing is for a 10'x10' area.

** July 5 and Fall Festival are in Ferran Park

TOTAL DUE: _____

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

SPECIFIC REQUIREMENTS

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

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)

All vendors will receive **ONE** outlet per space.

PLEASE CALL FOR AVAILABILITY

RULES & REGULATIONS

PAYMENT: 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 total cost for a space is payable by cash, credit card or check to The City of Eustis. **NO PAYMENT WILL BE ACCEPTED AT EVENTS.**

REFER A VENDOR INCENTIVE: When you refer a new vendor who submits an application along with payment in-full, you will receive a \$35.00 credit towards a future First Friday Street Party.

APPLICATION DEADLINE: Applications must be submitted three days leading up to an event. For example, if an event falls on Friday, the application must be turned in by 5:00PM of the Tuesday leading up to the event. Any applications received after the allotted deadline, may not be accepted.

CANCELLATIONS / REFUNDS / CREDITS: Should the City of Eustis cancel an event, all registration fees will be rolled as credits into future vendor opportunities, excluding Georgefest. **THERE ARE NO REFUNDS.** Any and all credits must be used within a six month period of being applied. **Exception:** Premier Vendors who have paid the entire year in-full. Vendor cancellations must be submitted 24 hours prior to an event. The vendor will have the opportunity to forward their vendor fees to another month or event (**PREMIER VENDORS DO NOT HAVE THIS OPTION**). Any and all cancellations made within 24 hours will not have the option to reschedule or receive refunds.

NO CALL - NO SHOWS: Should a premier vendor no call/no show for an event, they will lose the space selected. That space will go back into the pool of available spaces. The vendor must be present for three consecutive First Friday's in order to reestablish the option to select a space.

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) and table with chairs. Space assignments will be provided at check in.

ELECTRICITY: All vendors will receive one 20AMP outlet per space.

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: included but not limited to power equipment, medical health products or services, prescription glasses, tattoos, piercings, facepainters, etc.

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.

INITIAL: _____

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



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.

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.

CHOOSE YOUR SPOT: (PREMIER VENDORS ONLY): Premier Vendors will have the opportunity to select their preferred space. Subject to availability. All applicable documentation must be submitted before a space is chosen. If necessary, event organizers are authorized to move any vendor. In an event that this takes place, the vendor will be given advanced notice with an option to select another available space.

ALL VENDORS MUST COMPLY WITH ALL STATE AND FEDERAL LAWS, STATUTES AND REGULATIONS.

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

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.

The City of Eustis has the right to close your exhibit immediately without refund and to accept or deny vendor exhibits.

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.

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

Print Name: _____

Signature: _____

Date signed: _____

PAYMENT INFORMATION

Check Number: _____ MC 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

APPLICATION CHECKLIST

(Please check all that apply)

- I have completely filled out page 1.
- I have selected an event date.
- I have completely filled out and provided initials on page 2.
- I have printed, signed and dated page 3.
- Insurance - Listing City of Eustis as additionally insured (if required). (Please see insurance policy)
- All pages are completed and payment provided

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: _____

Choose Your Spot: _____



City of Eustis

Fire Department

100 West Norton Avenue • Eustis, Florida 32726 • (352) 357-6585

City of Eustis Fire Department Guidelines for Mobile/Temporary Food Vendors

This document is designed to give mobile/temporary food vendors a general idea of what the Eustis Fire Department is looking for during an inspection. There may be other requirements that may surface at the time of inspection. For information on specific requirements, refer to the Florida Fire Prevention Code and the City of Eustis Ordinances.

- All mobile/temporary food vendors shall have a portable fire extinguisher readily accessible (minimum 5lb 2A10BC)
- All mobile/temporary food vendors that produce grease laden vapors shall have a class K fire extinguisher readily accessible
- All fire extinguishers shall be serviced and inspected annually and properly tagged
- If a mobile/temporary vendor's cooking creates grease laden vapors it shall comply with NFPA 1: 50.2.1.9: Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 or this chapter. [96:4.1.9]
- If the vendor produces any grease laden vapors (pan frying, deep-fat frying, using a griddle, etc.) a hood system complying with NFPA96 shall be installed
- All hood systems shall have a UL300 suppression system. If the hood currently meets NFPA17 standards, it shall be upgraded to a UL300 system when the existing system can no longer be serviced
- The suppression system shall be serviced and inspected every 6 months and properly tagged. **Inspection paperwork (two most recent semiannual reports) shall be kept on site for the fire department to review.**
- All cooking appliances creating grease laden vapors shall be located under the hood. No part of the appliances shall extend beyond the lip of the hood
- Hood systems (including filters and ducts) shall not have an accumulation of grease build-up. Hoods and ducts shall be cleaned as required per the Florida Fire Prevention Code
- Hood filters shall be properly installed at all times
- Deep fat fryers shall be separated from any open flame cooking appliance by 16 inches or separated by a baffle with a minimum of 8 inches in height
- All L.P. Gas containers shall be located outside and properly secured
- All mobile units with propane shall post a NO SMOKING sign next to the propane bottle.
- All electrical shall be in good repair
- Any compressed gas tanks shall be properly secured
- If tents and/or canopies are utilized: Smoking is prohibited in tents and canopies. Approved NO SMOKING signs shall be posted. The use of open flame devices such as candles is prohibited in tents and canopies. Tents are required to be flame retardant in accordance with NFPA 701 standards. A Certificate of Flame Resistance or other documentation affirming compliance with this requirement must be provided.

These guidelines may not be ideal for every situation. If you have any questions or concerns, please feel free to contact the Fire Department.

• Telephone: (352) 357-6585

• Fax: (352) 357-2349

• E-Mail: fireinspector@eustis.org

• URL: <http://www.eustis.org>