



2022 SPRING BIKE RALLY & MUSIC FESTIVAL
April 22 - 23, 2022

VENDOR APPLICATION

Vendor Business Name: _____

Owner/Manager Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Website: _____

Description of Service or Product: _____

Table with 4 columns: Space Size, Booth Size and Fees (Quantity), Cost, Total. Rows include 10'x10' (Non-Food Vendor) at \$100.00, 10'x10' (Non-Food Vendor) at \$170.00, 10'x10' (Non-Profit) at FREE, and SAVE \$25.00 at -\$25.00. Total DUE is blank.

Form of Payment:

PAYMENT OR CREDIT CARD INFORMATION MUST BE INCLUDED! APPLICATION IS INCOMPLETE WITHOUT PAYMENT IN FULL. WE WILL NOT CALL YOU FOR THIS INFORMATION.

Checks should be made payable to the "City of Eustis."

___ CASH/MONEY ORDER ___ CHECK ___ CREDIT CARD Mastercard or Visa Accepted.

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

Name As It Appears On The Card: _____

Signature: _____ Date: _____

Specific Requirements:

Please Check One: Tent Trailer Tent & Trailer Neither

Tent/Trailer Measurements: _____
(Trailer Measurement Must Include Tongue)

Open/Selling Side: Driver Side Passenger Side

Electricity: Each space is provided a single 110 outlet. Additional outlets are limited and may be available upon request.

GENERAL RULES & REGULATIONS

Please read and understand the information below fully. Direct any questions to City of Eustis, Events Department, 352-483-5491 or vendor@eustis.org.

2022 Eustis Spring Bike Rally & Music Festival

April 22 -23, 2022

Friday Operating Hours 5:00 p.m. - 10:00 p.m.

Saturday Operating Hours 11:00 a.m. - 10:00 p.m.

(Please note times and scheduled performers are subject to change.)

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 **Friday, April 15, 2022**. The events office will NOT call you for credit card information.

SPACE: Vendor displays must stay within designated square footage of space reserved. 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 and would require a permit. 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.

UPDATES: I consent to receive email updates about this and future events _____ (initial).

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 **2022 EUSTIS SPRING BIKE RALLY & 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.**

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.

1. All vendors must comply with all State and Federal Laws, Statutes and Regulations.
2. Merchandise displaying any wording or reference to “**Leesburg Bikefest**” will not be allowed.
3. Absolutely NO stakes are allowed.
4. All vendors are responsible for disposing of their trash in the provided recepticals.
5. Vendors are NOT permitted to sell any alcoholic beverages including (but not limited to) beer, wine or liquor without prior approval.
6. If you hire an outside company to set up your tent, they must contact the Event Coordinator for setup and breakdown instructions.
7. All vendors will remain open during the official event hours. •Set-up is between **3:00 PM - 4:30 PM Friday, April 22, 2022**. No vehicles will be allowed in the park or on the downtown streets after **4:30 PM**.
8. The City of Eustis has the right to close your exhibit immediately without refund and has the right to accept or deny vendor exhibits.
9. Vendors must dismantle and clean their space by **11:00 PM** on Saturday, **April 23, 2022**.
10. 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.
11. Vendors are legally and financially responsible for all damages to grounds or other property caused by themselves or their employees.
12. **The City of Eustis does not provide access to water.**

I hereby agree to reserve booth space to exhibit and/or sell their product or service during the City of Eustis 2022 Spring Bike Rally & Music Festival, April 22 - 23, 2022. I further agree that the rules and regulations have been provided to me in advance. I understand and agree to abide by those regulations.

Print Name: _____

Signature: _____

Date: _____

Vendors will receive an **email** with information regarding check-in for this event. Space assignments are not available until check-in and will not be provided ahead of time. Space is NOT guaranteed and applications are considered incomplete without payment.

If you have questions or need additional information, please contact:

City of Eustis, Events Department

10 N. Grove Street

Eustis, FL 32723

352-483-5491

vendor@eustis.org