



# 2022 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? \_\_\_\_\_

## 2022 Eustis Event Lineup

	QUANTITY	COST	SUBTOTAL
<b>2022 Premier Vendor Package</b> 10x10 Spot Includes all 14 dates below and "choose your spot" at a <b>32% DISCOUNT</b>	_____	\$368	_____

	QUANTITY	COST	SUBTOTAL
<i>Ala Carte Options:</i> Jan 7	_____	\$35	_____
Feb 4	_____	\$35	_____
March 4	_____	\$35	_____
April 1	_____	\$35	_____
May 6	_____	\$35	_____
June 3	_____	\$35	_____
July 1 (Hometown Celebration)**	_____	\$60	_____
Aug 5	_____	\$35	_____
Sept 2	_____	\$35	_____
Oct 7	_____	\$35	_____
Fall Festival (10/22)**	_____	\$35	_____
Nov 4	_____	\$35	_____
Light-Up Eustis (11/25)	_____	\$60	_____
Dec 2	_____	\$35	_____

**Total Due:** \_\_\_\_\_

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

# SPECIFIC REQUIREMENTS

**Tent/Trailer Information:** I have a: Tent \_\_\_\_\_ Tent & Trailer \_\_\_\_\_ Truck \_\_\_\_\_

**Tent/Truck Measurement:** \_\_\_\_\_

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

**Electricity:** (please check one) I need a: 110/20 AMP 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](mailto: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 and may require a permit and is the responsibility of the vendor. 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.

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

**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.

**COVID-19 NOTICE:** An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting Eustis events you voluntarily assume all risks related to exposure to COVID-19.

## **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 receptacle.

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 any 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 reviewed and agree to all rules and regulations*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

# Payment Information

Check Number: \_\_\_\_\_ MC \_\_\_ Visa \_\_\_ Discover \_\_\_ Exp. (MM/YY) \_\_\_\_\_

Card Number (16 digit): \_\_\_\_\_ Security Code: \_\_\_\_\_

Name as it appears on 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

# Internal Use Only

Date Application Received: \_\_\_\_\_ Payment method: Cash Check Card Money Order

Payment Received On: \_\_\_\_\_ Insurance: Y N

Application Approved On: \_\_\_\_\_ Application Approved By: \_\_\_\_\_

Choose your spot request: \_\_\_\_\_



# City of Eustis

## Fire Department

100 West Norton Avenue • Eustis, FL 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, please 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 Eustis Fire Department.**