



2023 Georgefest Vendor Application

Downtown Eustis & Ferran Park
Friday, February 24th – 5:00 p.m. to 10:00 p.m.
Saturday, February 25th – 10:00 a.m. to 10:00 p.m.

Vendor Business Name: _____ Contact Name: _____

Owner/Manager Name: _____ Business Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Website: _____

Description of Service or Product (Includes Giveaways)

Booth Sizes and Fees

_____ 10x10 Booth Space (501(c)3 or 527) \$75
_____ Must have 110v/20amp outlet _____ Does not require electric

_____ 10x10 Booth Space \$175
_____ Must have a 110v/20amp outlet _____ Does not require electric

_____ 10x20 Booth Space \$225
_____ Must have a 110v/20amp outlet _____ Does not require electric

_____ Food Truck/Booth (10x10) \$300
_____ Number of additional 10x10 spaces (if required)X \$50 _____

Unit Size _____ (measurement must include tongue/hitch)

Electrical _____ 110/20 Amp _____ 220/50 Amp (Limited Availability)

Sell From _____ Rear _____ Passenger Side _____ Driver Side

Required Refundable Deposit (See Rules & Regulations for Details.) \$50

Total Amount Due _____

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

RULES & REGULATIONS

PAYMENT: Payment in full 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 MONETARY PAYMENTS WILL BE ACCEPTED AT EVENTS.**

DEPOSIT: Each vendor will pay a \$50 deposit in addition to the vendor fee. This deposit is refundable at the conclusion of the festival assuming the vendor display is open and the booth is manned during all posted hours of the event, and all other rules and regulations followed. Vendor deposits will be returned by mail, in the form of a check issued 7 to 10 days post-event. Leaving the festival early or leaving a booth unmanned for longer than a necessary break will result in forfeiture of this deposit. **INITIAL:** _____

APPLICATION DEADLINE: Complete applications must be submitted by Wednesday, February 8, 2023. Any applications received after the allotted deadline may not be accepted. Please note applications are accepted and approved on a first-come, first-serve basis. Space may fill up prior to the deadline and additional applicants will be placed on a waitlist in that scenario.

APPLICATION CHECKLIST:

_____ Completed Application

_____ Payment in Full, including deposit

_____ Certificate of Insurance (if required), MUST list the City of Eustis, Florida as an additional insured.

_____ 501(c)3 or 527 Designation (if required)

Applications are considered incomplete without the items listed above and will not be processed.

CANCELLATIONS / REFUNDS / CREDITS: Cancellations MUST be received by January 27, 2023. Funds, including deposits, will not be refunded for cancellations made after this date.

NO-CALL/NO-SHOWS: If a vendor chooses not to notify the Events Department they will be absent for an event, their application may be declined for future events.

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. **No tent stakes are allowed in Ferran Park.** Space assignments will be provided at check-in and not before.

ELECTRICITY: Electricity may be limited. Vendors must indicate their electrical needs on the application. In the event of a waitlist, vendors not requiring electric may be given priority acceptance. Vendors are required to provide a minimum 100 foot extension cord. The City of Eustis cannot provide cords to individual vendors.

WATER: The City of Eustis does NOT provide access to water.

INSURANCE: All vendors who sell food, power equipment, medical health products or services, prescription glasses, etc. must provide a certificate of insurance with the City of Eustis listed as an additionally insured. This list is not all-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.

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 recordings that feature or include my likeness in any media.

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

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. **INITIAL:** _____

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, which 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. Vendors are responsible for contacting the Eustis Fire Department or Lake County Health Department with any questions or to obtain additional information prior to the event.

SECURITY: The Events Department works closely with Eustis Police Department to provide a safe and secure event. Officers will be present throughout the overnight hours, however, 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: _____

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 of any kind are allowed. This includes tents, feather banners, and yard signs.

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:

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

Payment Information

Check Number: _____ Visa MC 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 Required: Y N Insurance Received: _____

Application Approved On: _____ Application Approved By: _____



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>