

# Fall Fest

## Vendor Application

October 21st, 2023  
Ferran Park

### INFORMATION

Vendor Business Name: \_\_\_\_\_

Owner/Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sign me up for emails regarding future events.

Description of Service or Product: \_\_\_\_\_

### BOOTH SIZE

| Space Size  | Quantity                                     | Cost Per Space | Total       |
|---|--|----------------|-------------|
| 10'x10'<br>(Non-Food)   | _____  | \$45           | _____       |
| 10'x20'   | _____  | \$80           | _____       |
| 10'x10'<br>Non-Profit Organization<br>(Copy of 501c3 or 527 Required) | <u>1</u><br>Limit 1 (10ft.) Per Organization | FREE           | <u>FREE</u> |
| 10' x 10'<br>(Food Vendors)   | _____  | \$45           | _____       |
| Additional 10' Space<br>(Food Vendors)                                | _____  | \$45           | _____       |
| <b>SAVE 10% - Pay before 4PM</b><br><b>September 29th, 2023</b>       |  |                | _____       |
|   |  | <b>TOTAL</b>   | _____       |



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

# SPECIFIC REQUIREMENTS

Tent

Tent & Food Truck/Trailer

Food Truck/Trailer

Tent/Food Truck/Trailer Total Measurement: \_\_\_\_\_

(MUST Include Hitch)

Food Truck/Trailer Serving Side:

Passenger

Driver

Rear

Electrical Requirements:

I must have electricity.

I would like electricity, but could operate without it.

I can utilize a quiet generator if necessary. (Food Vendors Only)

I do not need electricity.

FOOD VENDORS please select ONE of the following: 110v/20amp (MAX) 220v/50amp (MAX)

## EVENT INFORMATION

Date: Saturday October 21st

Time: 3:00 p.m. to 7:00 p.m.

Location: Ferran Park, 250 Ferran Park Dr, Eustis, FL 32726

Application Deadline: **Friday October 6th by 4:00pm**

## Rules & Regulations

1. 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.
2. 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), table, or chairs. All tents should be weighted for safety. Stakes are not allowed in Ferran Park.
3. All vendors must check in for placement and other information before setting up.
4. 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.
5. 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.
6. All food vendors must be prepared to meet Lake County Health Department guidelines and inspections.
7. All food vendors must be prepared to meet Eustis Fire Department guidelines and inspections.
8. Tents larger than 10'x10' will require proper permitting (in advance) through the City of Eustis and will be subject to inspection by the Eustis Fire Department.
9. The Events Department works closely with the Eustis Police Department to provide a safe environment for all. The City of Eustis is not responsible for any theft, vandalism, damage or loss of business caused by others.
10. **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.**
11. All vendors must comply with all State and Federal Laws, Statutes, and Regulations including the collection and reporting of required sales tax.
12. Absolutely NO stakes are allowed in Ferran Park. This includes tent stakes, sign stakes, feather banners, etc. Anything found staked into the ground will be immediately removed by event staff.
13. All vendors are responsible for disposing of their trash in the provided receptacles.

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14. Vendors are NOT permitted to sell any alcoholic beverages including (but not limited to) beer, wine, or liquor without prior approval.
15. If you hire an outside company to set up your tent, they must contact the Event Coordinator for setup and breakdown instructions.
16. The City of Eustis has the right to close your exhibit immediately without refund and has the right to accept or deny vendor exhibits.
17. Vendors must dismantle and clean their space by 11 PM Saturday, October 21st 2023.
18. Vendors are legally and financially responsible for all damages to grounds or other property caused by themselves or their employees.
19. The City of Eustis does not provide access to water.
20. Should the City of Eustis cancel the event due to inclement weather, vendors who have paid a fee will be given a credit for a future event. Credits are valid for six months after the cancellation date. No refunds are issued.
21. No credits or refunds are issued should the vendor decide to not participate for any reason.
22. By participating in the event and entering Ferran Park, you consent to be photographed, filmed, and/or otherwise recorded. Your presence constitutes your consent to such photography, filming, and/or recording and to any use, in any and all media.

## 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.

## RELEASE

Disclaimer: Entrant hereby discharges and releases all event organizers, the City of Eustis, and its employees from any and all responsibility or personal liability due to injury, loss, or damage of property during their participation in the aforementioned event.

Signature of Contact Person: \_\_\_\_\_

## PAYMENT INFORMATION

Check Number: \_\_\_\_\_

Credit Card: MC      VISA      DISCOVER      EXP.  
(MO/YR): \_\_\_\_\_

Card Number (16 digits): \_\_\_\_\_ Security Code (3 digits): \_\_\_\_\_

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

If returning electronically, please type name to consent to e-signature. \_\_\_\_\_

### MAKE CHECKS PAYABLE TO:

City of Eustis  
Attn: Events Department  
10 N. Grove St, Eustis, FL 32726  
Email: [vendor@eustis.org](mailto:vendor@eustis.org)  
352-483-5491

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**For Internal Use Only**

Date Application Received: \_\_\_\_\_

Payment Method:    Cash   Check   Card   Money Order

Payment Received On:        \_\_\_\_\_    Insurance Rec'd:    Yes    No

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