



2023 EUSTIS FIRST FRIDAY VENDOR APPLICATION

INFORMATION

Vendor Business Name: _____

Owner/Contact Name: _____ Phone: _____

Email: _____

Description of Service or Product: _____

Address: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION

2023 First Friday Event Dates

Please select the dates you wish to participate.

January 6	May 5	September 1
February 3	June 2	October 6
March 3	July 7	November 3
April 7	August 4	December 1

Each 10ft. x 10ft. space is \$45 per event. Annual 20% discount will apply to those who sign up for all 12 events (\$432 total). Those signing up for a minimum of 6 events will receive a 10% discount. Pre-payment in full is required.

Total Number of Spots Per Event _____ x Number of Events _____ = _____

Applicable Discount _____

Grand Total _____

Annual Vendor + Choose Your Spot \$540 per 10ft.

16 Available, First-Come, First-Served. NO DISCOUNTS APPLY. **Select spots only.** Includes all event dates. Events Department will contact interested vendors in the order in which their application was received for spot selection.

Total Number of Spots Per Event _____ x \$540 = Grand Total _____

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

SPACE REQUIREMENTS

Tent

Tent & Food Truck/Trailer

Food Truck/Trailer

Tent/Food Truck/Trailer Total Measurement: _____ (Total Feet)
(MUST include trailer hitch, if applicable. All tents over 10ft. require an approved tent permit and inspection.)

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 low volume generator if necessary. (Food Vendors Only)

I do not need electricity.

Please select ONE of the following: 110v/20amp (MAX) 220v/50amp (MAX)
(Typical Outlet)

PAYMENT INFORMATION

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

Card Number (16 digit): _____ Security Code: _____

Name as it appears on card: _____

Signature: _____ Date: _____

Email: _____

MAKE CHECKS PAYABLE TO:
City of Eustis
Attn: Events
10 N. Grove St.
Eustis, FL 32726
352-483-5491

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

RULES & REGULATIONS

PAYMENT: Payment by cash, check, or credit card is due upon signing of this agreement. Vendor space is limited, and applications are considered incomplete without payment in full. The total cost for a space is payable by cash, credit card (Visa, MC, or Discover), or check to The City of Eustis.

NO MONETARY PAYMENTS WILL BE ACCEPTED AT EVENTS.

APPLICATION DEADLINE: Applications must be submitted by 5:00PM of the Tuesday prior to the event. Any applications received after the allotted deadline, may not be accepted. Space is filled on a first-come, first-served basis and the event may be sold out prior to that time.

CANCELLATIONS / REFUNDS / CREDITS: Should the City of Eustis cancel an event, all registration fees will be held as credits into future vendor opportunities, excluding Georgefest. Any and all credits must be used within six months of the event cancellation. Exception: 6 – 12 month pre-paid vendors will have 90 days past their current contract expiration to use their credits.

No credits will be awarded for vendor cancellations. **THERE ARE NO REFUNDS.**

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. Pre-paid 6 – 12 month vendors will lose their spot after two no-call/no-shows. They may be reaccepted to complete their current contract but only after the waiting list is cleared and **MUST** contact the Events Office to be placed back on the vendor list.

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. For the safety and security of our event, tent weights are required. **SPACE ASSIGNMENTS ARE PROVIDED AT**

CHECK-IN AND NOT BEFORE.

ELECTRICITY: Electricity may be limited. Vendors must indicate their electrical needs on their application. In the event of a waitlist, vendors not requiring electric may be given priority acceptance.

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: including 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. Vendors are **NOT** permitted to sell any alcoholic beverages including (but not limited to) beer, wine, or liquor without prior approval.

INITIAL: _____

SET-UP/TEAR DOWN: Vendors must agree to comply with set-up timelines. Absolutely all vehicles must be removed from the event area no later than 15 minutes prior to the start of the event. Vendors shall remain open during the official event hours. Vehicles are allowed back into the event area for tear-down only after Eustis PD advises our Event Staff it is safe to do so. This may be up to 30 minutes post event. Any vendor failing to abide by the event standard and procedures or driving in an unsafe manner may lose their space and their application may be declined for future events. Vendors are responsible for disposing their trash in the appropriate receptacles and removing any large items from the premises.

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.

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.

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SAFETY: All food vendors must be prepared to meet Lake County Health Department guidelines and inspections. All Food vendors must also be prepared to meet Eustis Fire Department guidelines. A fire inspection will be performed prior to the event opening. More information can be obtained at the Events Department (352-483-5491) or by calling the inspection office directly at 352-357-6585.

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 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.

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

I have reviewed and agree to all rules and regulations

Print Name: _____

Signature: _____

Date signed: _____

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: _____

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