



Business Name of Vendor: _____

Name of Official Vendor Representative: _____

Please keep a COPY of this Application for your records.

Copy of all applicable licenses & county tax receipt must be submitted & each time renewed or changed.

Please initial each page on the bottom.

**VENDOR APPLICATION
VILANO BEACH MUSIC FEST
(www.VilanoBeachFL.com)**

Vilano Beach Main Street, Inc.

The Music Fest is an entertainment event hosted by Vilano Beach Main Street. The event will include vendors to enhance the afternoon music fest celebrations with shopping experiences. Vendor set up at Oceanfront Park near the Beach Pavilion is geared to generate traffic and economic activity to Vilano Beach Town Center thereby benefitting merchants and residents. Products will include unique arts, crafts and photography among other items, such as food snacks. Goods and services will be reviewed for quality, appropriateness, presentation and product mix by licensed and insured vendors in compliance with state and local regulations.

RULES AND REGULATIONS

Hours of Operation: **June 20, 2015** - 1 pm to dusk – last act ends at 8:30 pm (break down)
Set up to begin at 12 pm. Plan an hour to break down

Location: Vilano Beach – Vilano Beach Pavilion

Contribution Fee: **ADVANCE PAYMENT: \$25.00** (includes sales tax) per event for a 10X10 foot space
Vendor fee is payable upon registration in advance **ONLINE.**

NO DAY OF SET UP ALLOWED.

Space reservation is authorized through the Vendor Manager

Checks for pre-approved Vendors are payable to:

Vilano Beach Main Street **DEADLINE FOR PAYMNET – 5/31/2015**

SPACES LIMITED AT 20 – First Come First Served as Approved by Manager

Online payment at www.vilano beach fl.com is available and encouraged in advance.

Event & Vendor Managers: **Sallie O'Hara** (904) 540-0402 Email to: tarahill@bellsouth.net

VENDOR APPROVAL PROCESS

The prospective Vendor completes a Vendor Application which provides a detailed description of proposed products and booth setup. Samples may be requested. Vendors are screened based on a number of criteria including types of items, number of items in category of type already in the Event, quality, presentation, vendor style and appearance. It is the discretion of the reviewing committee of Vilano Beach Main Street and Manager for the selection of type and quantity of Vendors.

Type of Product. Eligible products include, but are not limited to crafts, arts, photography, plants, herb bath products, hand crafted items and other unique food products.

Product Quality. Vendors must maintain a high standard of product quality.

Presentation. Products must be displayed throughout the booth in a professional and pleasing manner on tables or racks unless the Manager determines product requires different display other than tables or racks is necessary, for example for sale of palm trees. Note products must withstand inclement weather.

Product Restrictions. We may restrict the number of Vendors by type of product. If a category of products is already well represented, we will notify the applicant and keep the application pending future openings. Vendors are not permitted to add additional product lines outside the products described on their application. Subsequent additions to the product line must be reviewed and approved.



LICENSES / INSURANCE / REGULATIONS

- It is the Vendor's responsibility to collect and remit state sales tax to the State of Florida on those items subjected to state sales tax.
- St. Johns County requires a tax receipt (formerly known as Occupational License). This can be obtained at the County Department of Licensing/ Tax Collection office (same as Motor Vehicle licensing), 904-209-2250.
- A copy of all licenses applicable to the product must be given to the Vendor Manager, **and a new copy provided when license & county tax receipt is renewed or changed.** ebilling@sictax
- Vendors must comply with all federal, state, local and special statutes and ordinances regarding public health, safety and welfare.
- Prepackaged food must be properly prepared, packaged, labeled and subject to inspection according to law.
- Scales used to weigh products must meet the standards of the Florida Dept of Agriculture and Consumer Services.
- Food can be prepared on site for consumption with proper licensing. (FL Dept of Restaurants & Hotels).
- Vendors are responsible for their own personal liability and product liability. The Sunset Celebration is not responsible for any liability arising out of negligent acts of the Vendor or their employees, or for any injuries sustained by employees or Vendors. Vendors should obtain appropriate adequate property, liability and workman's compensation insurance.

VENDOR SET UP

- Check in with Vendor Manager each time at designated location.
- Participants will be assigned spaces by the Vendor Manager.
- Set up should begin at least one hour before the event, completed by sunset.
- Vendors will have designated parking after unload and setup.
- Vendors are expected to remain in their area until dusk even if they have sold out of product. Vendors should make every effort to have enough inventory to avoid selling. +2000 expected
- Cancellations of the event will be under hurricane watch or extreme weather conditions.
- Vendors are required to properly secure tents against wind and rain.
- Access to electricity is not guaranteed by the Event. There are limited electrical outlets at the venue.

VENDOR RESPONSIBILITIES

- Vendors are required to bring their own tables and setup, portable tent/canopy, chairs, etc.
- Vendors are to take their garbage away at the end of the event. Bring own garbage receptacles as needed.
- Vendor parking is located in designated areas.
- All products must be priced individually or have signage with prices.
- All merchandise must be of good quality; no damaged, spoiled, outdated or used merchandise is allowed.
- Vendors are to maintain their spaces in clean, sanitary and attractive conditions.
- Vendors should be prepared to have bank bags and change available.
- All signs and merchandise must remain within the limits of the specified selling space and not interfere with the view of other displays.
- No animals are permitted within the specified selling space, unless permitted by the Event Manager.
- Vendors are expected to remain in their area until dusk. Break down is not permitted before dusk.

VENDOR CODE OF CONDUCT

- Vendors are expected to be courteous to customers, other vendors and Main Street Staff.
- Any disagreements should be handled in a constructive and civil manner.
- Inappropriate behavior (such as loud angry conversation or obscenities) is cause for immediate and/or permanent removal from the Event.
- Alcoholic beverages are not allowed for sale or consumption if not approved by the organizers.
- Appropriate attire is required, including shoes and shirts.
- Smoking is not allowed in Event areas by vendors. Take smoking breaks elsewhere.
- No person shall make a public outcry, do "hawking", or give any musical or other entertainment for the purpose of drawing customers or attracting attention without prior permission from the Manager.



- Solicitation of any type by non-vendors (distribution of flyers, requests for money, etc.) is not allowed within the event boundaries. Please inform the Event Manager if you see solicitation occurring.
- Initiation or participation in petitions or grievances regarding the market outside of the oversight of the Vilano Beach Main Street or the Vendor Manager is prohibited.

ENFORCEMENT OF RULES

- Any grievance regarding the actions of other vendors should be brought to the attention of the Vendor Manager, and not directed to the Vendor in question. If the Vendor Manager is unable to resolve the grievance, you may bring your grievance before the Main Street Promotions Committee.
- Vendor concerns should be reported to the Event Manager. The Event Manager is responsible to address your concerns and bring your concern before the Main Street Promotions Committee.
- Behavior that is disruptive to Event activities will not be tolerated and will result in immediate termination of the Vendor Agreement.
- Any dishonest practice will constitute immediate removal from the Event.
- Any violation or non-compliance is cause for immediate termination of this Agreement.

ROLE OF THE SUNSET CELEBRATION AND VENDOR MANAGER

- The Sunset Celebration Vendor Manager has been authorized Vilano Main Street Inc. to enforce these Rules and Regulations and has the authority to remove any Vendor from the Event.

~ ~ ~ ~ ~



VILANO BEACH SUNSET CELEBRATION VENDOR APPLICATION & AGREEMENT

Vendor Acceptance to the MUSIC FEST is based on FIRST COME FIRST SERVED Quality of Product and Appropriateness for the Event.

Application Dated: _____ Business Name: _____

Responsible Business Owner(s) : _____

Contact Address: _____

City / State / Zip: _____

Phone(s): _____ Cell Phone: _____

Email Address: _____

SELLING THE FOLLOWING ITEMS IS PROPOSED:

Include List of Products to be Sold, Description, What is Special About Them, How Displayed and Why Good for the Event (on attached separate page with photos if desired)

THE VILANO BEACH MUSIC FEST VENDOR AGREEMENT:

By execution of this Agreement hereof, the undersigned releases and discharges and agrees to hold harmless the County of St. Johns and Vilano Beach Main Street from any and all claims, demands, action or right of action arising out of or by reason of the use of the Vilano Beach Music Fest, except due to the negligence of the County or its affiliate. The Vendor agrees to protect, defend, indemnify and hold harmless the Vilano Beach Main Street, Inc., its officers, Board members agents and volunteers from and against all claims demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or grow out of any act or omission of the Vendor and its agents, or any and all costs, expenses and attorney fees incurred by the Vendor as a result of any claim, demands or causes of action arising out of operating as a Vilano Beach Music Fest.

I have received, read and understand the terms and conditions described on this application and agree to comply with regulations applicable to products. I assume all responsibility for investigating and complying with said regulations. By signing below, I agree to all of the rules and regulations of the Vilano Beach Sunset Celebration.

Authorized Signature (s) : _____

Print Name (s): _____ Date: _____



VERIFICATION OF LICENSE or INSURANCE FOR OFFICE USE:

SJC Tax Receipt # _____
 Food Service Certificate # _____
 Annual Food Permit # _____
 Annual Weight & Scale Cert # _____
 FL Nursery Stock Reg # _____
 Liability Insurance # _____
 Other _____

Vendor Vehicle License Plate # _____

Make/Model _____

Verified by: _____

ADDITIONAL INFORMATION OR ILLUSTRATIONS REQUESTED:

Vilano Beach Sunset Celebration Vendor Application

VENDOR INITIALS _____

Send completed application to: Vilano Beach Main Street Program
 Attention: Sallie O'Hara, *MUSIC FEST*
 c/o P.O. Box 6, St. Augustine, FL 32085
 OR Email to Sallie O'Hara at tarahill@bellsouth.net
 OR Fax to 904-797-3688
 Contact Sallie O'Hara 904-540-0402
 for special delivery / receipt of applications due to time restrictions.

FEE SUMMARY:

ADVANCE PAYMENT: \$25.00 – Check, cash or Online; Registration required

PAYMENT DUE BY – May 31, 2015 NO DAY OF EVENT PAYMENT

Spaces are **limited to 20** for this event. Maximum number of spaces per vendor is 2.

MUST CONFIRM PARTICIPATION BY COMPLETING APPLICATION and MAKING PAYMENT.