



**Boys & Girls Clubs of St. Lucie County
Fishing for Futures Tournament and Day for Kids 2018**

Vendor Application

Please complete the following 4 pages and return this document along with your payment to:
Boys & Girls Clubs of St. Lucie County
3104 Avenue J, Fort Pierce, FL 34947
Email: amarshall@bgcofslc.org
Phone: Alicia Marshall 772-460-9918 x107

Vendor Contact Information: All Fields Required

Booth Name (Give name that you would like to have listed in event information):

Name of Contact / Name of Business:

Address:

City: _____ State: _____ Zip Code: _____ Email: _____

Phone: _____ Cell: _____

During normal hours of operation, the Festival's main source of contact is either email or cell phone. Please make sure that the Festival's email address is allowed by your computer's security screens.

Who will be the point of contact for any emergency call during the Festival? – This should be the person in town working your booth.

Name: _____

Phone Number: _____ Email: _____

Location (if known) where you will be staying during Festival: _____

Additional contact and phone number if you are unreachable:

Should your emergency contact change before the Festival, please call our office with the correct information. This information will be given to contact in the event of an emergency.

Vendor Space Request

<input type="checkbox"/> General Vendor (space + electricity) / 10'x10' / \$75.00	QTY	SUBTOTAL
<input type="checkbox"/> Political Party (space + electricity) / 10'x10' / \$200.00	QTY	SUBTOTAL
<input type="checkbox"/> Novelty Food booth (space only) / \$100.00 Italian Ice, popcorn, ice cream, lemonade, etc. Subject to approval. *at this time, electricity is not offered. Must be self-contained only.		NOTE SIZE
<input type="checkbox"/> Food Truck/Booth (space only) / \$235.00 *at this time, electricity is not offered. Must be self-contained only and subject to approval. Florida Sales & Use Tax or Certificate of Registration Number _____		NOTE SIZE
GRAND TOTAL _____		

For more information: <http://floridarevenue.com/dor/eservices/> A copy of your certificate should be submitted with your application. Please submit a copy of tax certificate with application.

Please read and initial below.

(FOOD VENDORS ONLY) I have insurance coverage in the limits set forth herein and will provide the required certificates of insurance no later than one week prior to the event or I will not be permitted to participate and will forfeit any monies paid. Initial _____

List all items you plan to sell within your booth. Items may not be changed unless notified and agreed to with the Fishing for Futures Tournament and Day for Kids Committee. Be specific

Describe structure you will be using (such as a tent or trailer) and please include a picture: _____

Vendors will not hold the Festival participants, directors, volunteers, employees, City of Fort Pierce, or Festival sponsors responsible for claims, losses, fees, damages or expense. The Festival will not refund fees due to inclement weather, government action, strikes, terrorism acts, or other matters beyond its control.

Each application is juried by the Tournament and Day for Kids Committee. All vendors will be notified of their acceptance/rejection in a timely manner. Notification will be provided in writing by email. Checks or credit card will not be cashed until acceptance is determined.

Vendor Signature (Required)

Date



Boys & Girls Clubs of St. Lucie County

Fishing for Futures Tournament and Day for Kids 2018

Vendor Policies, Regulations and Event Terms and Conditions

Please read & sign the following pages and return this Document along with your payment and application.

Vendor Signature: **Required on last page.**

- Submission of an application does not guarantee your acceptance.
- **FOOD VENDORS ONLY:** Vendors must provide, no later than one week prior to the event, a Certificate of Liability Insurance with a minimum coverage of \$1,000,000 occurrence / \$2,000,000 aggregate with the following specifically named as Additional Insureds on said Certificate: Boys & Girls Clubs of St Lucie County, Inc., City of Fort Pierce, Causeway Cove Marina, and each of their respective officers, directors, agents and employees. Vendor must also provide a certificate of Workers' Compensation coverage (or valid exemption on file with the state of Florida) also naming the as Additional Insureds on said Certificate: Boys & Girls Clubs of St Lucie County, Inc., City of Fort Pierce, Causeway Cove Marina, and each of their respective officers, directors, agents and employees. Please provide proof of coverage of Products Completed Operations. Vendors with designated premise endorsements will not be accepted.
- In addition to the other insurance coverage required herein, food truck vendors shall also be required to provide evidence of commercial automobile liability coverage in a minimum of \$1,000,000.
- Failure to provide evidence of the required insurance coverages shall prevent a vendor from participating in the Festival and vendor shall forfeit any monies paid.
- Food vendors may not sell hot dogs, hamburgers, beer, wine or liquor. Bottled water and carbonated drinks are approved.
- Safety concerns must be addressed at once and vendor may not be allowed to operate until the safety concerns are corrected.
- All vendors are welcome to setup Saturday September 1, from 9:00 am – 11:00 am. NO EXCEPTIONS! Upon arrival, please check-in to Vendor Check-In. You will be given a map showing your final location and a vendor packet. Volunteers will be stationed to assist with proper location set-up. All food vendor vehicles must be parked by 10:00 am.
- Vendors are encouraged to bring hand carts to transport additional product to their booth during setup.
- Vendors are not allowed to set anything up in front, behind, or beside the allocated space. Vendors cannot solicit sales outside their booth space.
- At no time will the vendor be allowed to impede the flow of traffic. Should your booth require additional space, a second booth can be purchased. Vendor must take into consideration the tongue length of their vehicle. Failure to not advise the Festival of the correct length of a canteen including tongue length may result in reassigning a vendor to an alternate location.
- The BGCoFSLC Fishing for Futures Tournament and Day for Kids Staff will notify the vendor of their tentative booth location via email at least one week prior to festival. The Festival committee reserves the right to reassign vendor spaces.

- Booths may not be moved without permission from the Festival Vendor Committee.
- Vendors are required to have their booths stay open the entire Festival hours (12 PM to 6 PM) on Saturday.
- All event vendors must be off premises from the event grounds no later than 8:00 PM following the close of the Festival.
- The Festival goes on rain, shine and wind. Be prepared for wind. You must bring adequate weights for your tent.
- Vendors must bring their own tables, tents/tarps, chairs, electrical cords, and any other items needed including materials to protect your product from inclement weather. *Unless otherwise specified.
- Vendors are responsible for collecting and reporting their own taxes.
- In the event of inclement weather, you will not be allowed to remove your booth until an official decision is made to close the Festival by the Executive Director and the Board of Directors' Chairperson. However, you may choose to leave your booth until that time.
- No pets, skateboards, bikes, or scooters are allowed within your booth area.

REFUNDS: Vendor acknowledges and agrees the BGCofSLC Fishing for Futures Tournament and Day for Kids shall not be obliged to issue refunds under any circumstances on vendor space rental. The BGCofSLC Fishing For Futures Tournament and Day for Kids is not liable or responsible for delays, cancellation, or postponements of the Festival or events within the Festival due to inclement weather, war, government action, strikes or other matters beyond its control. Vendors will not hold the Festival participants, directors, volunteers, employees, City of Fort Pierce, or Festival sponsors responsible for claims, losses, fees, damages or expense. The Festival will not refund fees due to inclement weather, government action, strikes, terrorism acts, or other matters beyond its control.

Vendor Signature (Required)

Date