



March 6 & 7, 2010 (9 a.m. – 5 p.m.)
Application Deadline February 22, 2010
 Applications will not be processed without all requirements being met.



This application is also available on our web site: www.putnamcounty-chamber.org.
 For more information, please contact Julie at (386) 328-1503 or e-mail julie@pcccf.org

Name: (Please print) _____

Business Name: (As it will appear on your booth) _____

Address: _____ City/State/Zip: _____

E-mail: _____

Bus. Phone: _____ Cell Phone: _____ Home Phone: _____ Fax: _____

R.V. Camping: Yes _____ No _____

Type of Booth (circle all that apply): Antiques & Collectibles Nature Based Art Games/Activities
 Raffle/Give Away Buy/Sell Food Drinks Nonprofit Commercial/Retail

Please list specific information as to the type of items being sold, promoted or displayed. This will help avoid duplications and competitive items being located in the same area. Attach additional pages if needed. Only items listed will be allowed to be sold, promoted or displayed at the festival. **Note: all food vendors must provide a complete menu (please complete food vendors only page):** _____

All vendors must provide at least (2) photos of your merchandise and booth setup. Photos will not be returned.
 Food & Beverage Policy: If you plan on having food available, you will need to comply with city, county and state requirements (see page 2 for more details).

Entire fee for all vendors must be received with application. Personal or Business Checks will not be accepted. We accept: cash, money order, cashiers check or credit card. Booth space is 10x10 for arts & crafts and up to 30 ft. frontage for two or more item food vendors, exceeding this will require the purchase of additional space. Make payments to Putnam County Chamber of Commerce, 1100 Reid St. Palatka, FL 32177

Arts & Crafts

(includes all categories except food, non-profit & commercial)

- _____ 10 x 10 Booth \$100.00 for 2 days
- _____ 110 Electric \$25.00(per outlet) for 2 days

Food Vendors

- _____ Single Item \$100.00 for 2 days
- _____ Two or more Items \$200.00 for 2 days
- _____ 110 Electric \$50.00 for 2 days
- _____ 220 Electric \$75.00 for 2 days

Commercial Retail

- _____ \$500.00 for 2 days
- _____ 110 Electric \$50.00 for 2 days

Non-Profit (must include proof of 501 c-3 status)

- _____ \$50.00 for 2 days (10x 10 booth only)
- _____ 110 Electric \$50.00 for 2 days

TOTAL INCLOSED \$ _____

Terms of Exhibition

I, the undersigned, have read and agree to all terms and conditions set forth in the Florida Azalea Festival Vendor Application and Rules & Vendor Information sheet (attached). I further agree to hold harmless Putnam County Chamber of Commerce, Palatka Main Street, City of Palatka, Putnam County, their clients, affiliated organizations or entities, directors, employees, duly appointed representatives and volunteers of any and all liability, demands, claims, and responsibility for any injury, damages or loss sustained by exhibitors, guests, or any other participants before, during or after the Azalea Festival as a result of participating in the Azalea Festival and/or as a result of displaying of my work, equipment of materials. I understand that the Festival management reserves the right to remove anything that does not meet the standards set forth in this application. I understand that there are no refunds or rain checks due to inclement weather. I agree and accept responsibility to pay taxes for any sales made during the event. In consideration of acceptance of my applications, I agree to accept all decisions made by the Azalea Festival management.

Signature: _____ **Date:** _____

You will be contacted by phone or email if accepted into the festival.

FLORIDA AZALEA FESTIVAL
Food Vendor Additional Information
FOOD VENDORS ONLY

1) Please fill out the following information completely and accurately.

Attach additional pages as needed. List all menu items to be served at the Azalea Festival.

Menu Item 1)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Menu Item 2)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Menu Item 3)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Menu Item 4)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Menu Item 5)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Menu Item 6)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Menu Item 7)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Menu Item 8)

This item will be prepared on-site at festival This item is for resale and is prepackaged by a distributor

Food & Beverage Policy: If you plan on having food available, you will need to comply with all Federal, state, and local laws and regulations (see below). **Vendors are responsible for their own ice.**

2) Please see A) or B) to determine if further action is necessary.

A) If you checked “ This item will be prepared on-site at festival” to any of the Menu Items above, please contact the Florida Department of Business & Professional Regulation to access the proper permits and state regulations:

- Division of Hotels & Restaurants – (850) 487-1395
- Vendors must notify the Division of Hotels & Restaurants 7-10 days prior to the event for review and schedule an inspection before any food is sold.
- Please note that vendors must possess the proper license or permit that must be available upon request at the festival:
1-3 day event license - \$91(cash only)
- Please see the **Temporary Food Service Events Brochure** available at www.MyFloridaLicense.com/dbpr/hr for a complete list of regulations.

If you have any questions about regulations, please contact the Department of Agriculture and Consumer Services:

- Division of Food & Safety – (850) 488-0295

B) If all Menu Items are prepackaged by a distributor for resale, no further action or permits are required.

FLORIDA AZALEA FESTIVAL

Rules & Vendor Information

(Please read these rules and keep this information for your records)

Festival Rules

No alcohol, tobacco, fireworks, pornographic material, weapons or drug-related items will be sold. All artwork and merchandise must be appropriate for family viewing.

Participants will adhere to the Festival opening and closing times 9 a.m. – 5 p.m. both days.

Participants will not move to another location without Florida Azalea Festival staff member's permission.

Participants must sell only from their designated space.

Participants are responsible for the construction, removal and clean-up of their own booth in accordance with fire codes.

All vendors will comply with federal, state, and local regulations and are responsible for any and all necessary insurance and permits.

Vendors must comply with all city policies.

The vendor application form must be completed in full with the proper fee to be considered. If your application is accepted, no refunds will be awarded for any cancellation or inclement weather.

No one vendor will have exclusive rights to the festival. More than one vendor selling similar items might be present.

Registration, Set-Up & Tear-Down Times

The Florida Azalea Festival will take place on Saturday, March 6 and Sunday, March 7, 2010 in downtown Palatka, FL. From 9 a.m. – 5 p.m. each day. Vendor check in times are Friday, March 5th from 6 p.m. until 10 p.m. and Saturday, March 6th from 6 a.m. until 8 a.m. Vendor booth number will be assigned at check in. Booth set-up must be complete before 9:00 a.m. Saturday morning.

Upon acceptance vendors will receive a packet with maps and parking pass.

Please do not park on or around booths and walkways. You will receive a parking pass upon application approval. Please do not break down your booth and leave before the close of the festival at 5 p.m. No booth substitutions will be accepted and no selling of merchandise that has not been included on the vendor application.

Application Submission

Submission of the vendor application for review does not imply that you have been accepted to participate in the Azalea Festival. If you are not accepted for the 2010 Festival, your money will be refunded. Vendors are reviewed on a first-come, first-serve basis with emphasis on vendor diversity. You will be notified via telephone or email if you have been accepted. A completed application is a contract to exhibit, if accepted.

City of Palatka Vendor Rules & Regulations

- 1) A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.
- 2) Temporary vendor tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.
- 3) Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70 Vendors are responsible for their own electrical cords.
- 4) A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.
- 5) Generators will be located to the rear of a vendor space, have a fire extinguisher and be sound deadened.

Food Vendors

- 1) All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company. (Tag showing inspection within 1 year of event date.)
- 2) Vendor deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. You can purchase locally at Lightfoot Fire Extinguishers Service 386-325-1734.
- 3) Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1,
- 4) Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96.
- 5) Under NO circumstances will any gray water or grease be dumped, except into a proper disposal facility (upon acceptance, maps of dumping locations will be included in vendor packets). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
- 6) Putnam County and the Dept. of Business and Professional Regulation will inspect all vendors prior to opening for business. Compliance with all regulations and requests by inspectors is a must to remain in the festival.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemption Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged.

Vendor RV Camping

- 1) Temporary camping with motor homes, 5th wheels and travel trailers is permitted in designated parking lot areas only. No R.V. camping will be permitted on any City street. No tent camping is allowed.
- 2) Under NO circumstances will any gray or black water or grease be dumped, except into a proper disposal facility (upon acceptance, maps of dumping locations will be included in vendor packets). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
- 3) A placard included in your packet will identify vendor RVs.

I have read the above rules and regulations and agree to abide by them and understand that if I am not in compliance, that I will not be allowed to stay in the festival and will forfeit all fees paid to Azalea Festival.

Name: _____
Signature _____

Please have this signed document available for event staff at check in.