



Vendor Regulations 2017

Please read completely.

1. Your booth space will NOT be reserved until the completed application including pictures and full payment are received and approved by the Florida Scallop & Music Festival Committee (herein, referred to as the committee). Confirmation of reserved space by email or telephone after all paperwork has been processed.
2. Only products with prior approval will be allowed for sale at the festival. Any changes or additions MUST be approved in advance by the committee. No exceptions. Items by Arts & Craft Vendor shall be handmade or the direct product of vendor. (No buy/resale). No tobacco or pornography products allowed.
3. Booth appearance is extremely important. Vendor must furnish their own canopy, table, chairs, lights, etc. Attractive booths sell more products!! The committee is not responsible for any missing or damaged products. Prices must be posted in a clear manner.
4. **Vendors must be registered and paid before September 29, 2017. THERE WILL BE A LATE FEE OF \$75 STRICTLY ENFORCED FOR VENDORS WHO SIGN UP AND/OR PAY AFTER SEPTEMBER 22, 2017.**
5. **Check-in is required BEFORE set-up. Friday, October 6th, 2017. Food vendors: 8:00 am –noon ET. All other vendors: Noon -3:00 pm ET.** Follow signs to the check-in point. All vehicles must be removed by 3:30 pm. Booth assignments, gate passes, and parking information will be given at check-in.
No vendors will be admitted for setup after 3:00 pm.
6. Booths are to remain open for business until Festival closing time. Hours are Friday 5pm–10 pm and Saturday from 10 am-10 pm (or until show is over). Vendor vehicles will be admitted to park once the grounds are cleared of festival goers.
7. Booths are to be placed only where assigned by committee. Booths/products not on your approved application are not permitted.
8. Outside music and/or generators must be pre-authorized by the committee. NO LOUD MUSIC is to be played during the time that the band is playing.
9. Parking inside grounds is prohibited, but free parking is provided in designated area.
10. No trenches are to be dug for cables, pipes, etc. Canopy/tent must have a "national fire retardant label" per county regulation. For electricity, vendors must supply heavy duty/outdoor approved extension cords.
11. Vendors are expected to keep the area around their booths neat & orderly; vendors shall conduct business only within the confines of their booth.
12. **FOOD/BEVERAGE/COMMERCIAL Vendors: You must submit a Certificate of Insurance with the Florida Scallop & Music Festival listed as additional insured. It is the responsibility of each vendor to comply with all license/permit requirements. State food service inspectors will be on site. Any vendor not in compliance will be asked to leave—without a refund!**
13. **THIS EVENT IS RAIN OR SHINE - NO REFUNDS**

**I Understand and will comply with the aforementioned rules and regulations.
Please Sign / date and return with your completed application.**

Vendor name _____

Signature _____

Date _____