



TBCGF, Inc.
Tampa Bay Collard Green Festival
Vendor Packet
2018

What began as a health conscious and robust collard green cooking competition amongst friends is now the highly anticipated event of February 2018. The Tampa Bay Collard Green Festival is more than just an amusing name!

**WE ARE ON A MISSION TO ENCOURAGE OUR NEXT GENERATION OF CHILDREN AND ADULTS TO
“EAT MORE GREENS”**

Our endeavor is to inspire creative ways of preparing collards, turnips, mustard greens, cabbage, and other leafy green vegetables without the usual pork fats, less salt, and other additives that sabotage the natural characteristics of these nutrient dense plants. Because of such concerns, TBCGF, Inc will showcase the 2018 Tampa Bay Collard Green Festival in conjunction with the Dr. Carter G. Woodson, African American Museum, located in the heart of St. Petersburg’s Midtown.

Our goal is to engage and empower those disproportionately at risk and the community at large of the adverse effects of poor nutrition.

This manual serves to provide you with the TBCGF policies, rules, and procedures. The information contained in the following pages is made a part of each license agreement by reference and serves to create the smooth operation of the TBCGF. It is each licensee's responsibility to be familiar with and follow these policies, rules, and procedures. The management of the TBCGF, Inc. reserves the right to interpret and apply these policies, procedures and rules, as it deems appropriate in the best interest of the public and furtherance of the TBCGF, Inc. statutory duties.

Rules and Procedures

Commercial Vendors/Exhibitors-Concessionaires: Where the word "exhibit" or Vendor/Exhibitors/Concessionaire" appears in the "Rules and Regulations" the same applies to exhibit concessions or concessionaires, unless stated otherwise.

General Information: Management of the TBCGF, Inc. reserves the right to amend, add to and interpret the following Rules and Regulations; and to finally settle and determine all questions and differences with respect thereto, arising out of, connected with or incident to the festival.

Credentials: All vendors will be required to present proper credentials before setting up at the festival. Vendors must be licensed and have proper paperwork ready to present to before and on festival date.

Pets: No pets are permitted within the exhibit spaces. Only service animals are permitted within the confines of the festival. For outdoor Vendors/exhibitors/concessionaires, you are responsible for the conduct of the service animal and must keep the animal on a leash or harnessed always.

No golf carts nor similar vehicles are permitted.

Photography: Photographers who will be identified as official Tampa Bay Collard Greens Festival Photographers may be contacted through the TBCGF administration. TBCGF, Inc. retains all rights whatsoever to all photographs, video, and surveillance of festival events. Commercial photography/ filming done by anyone not officially identified is prohibited.

Hours of Operation & Move-out: The Tampa Bay Collard Green Festival will operate between the hours of 9 A.M. to 4 P.M. Vendors can begin setting up their booth at 8 A.M. with the festival officially opening at 9 A.M. The festival ends at 4 P.M. with the main thoroughfare (22nd Street South) opening back up to traffic at 5 P.M. Vendors must have their area cleared by 5 P.M.

Cleanliness: We take the appearance of our festival grounds seriously at the Tampa Bay Collard Greens Festival. All Vendors/Exhibitors/Concessionaires are responsible for keeping their booth and area immediately adjacent to them clean and trash free. Vendors are responsible for the proper disposal of trash generated and the thorough cleanup of the area at the end of the festival.

Contracts: Every individual or company doing business during the festival must have a written, executed application and provide proof of required general liability insurance with a certificate of insurance from their insurer. Space leased for food and beverage sales outside will be classified as a Food Concession. Space leased for the purpose of sales or customer solicitation will be classified as an Outside Concession.

TBCGF, Inc. reserves the right to cancel all contracts of whatever kind by public notice, should an act of providence, war, riot, fire, flood, storm or pestilence prevent the holding of the festival. In the event of conflict between these rules and written contracts, the latter will take precedence.

License-Permits: Food concessionaires are required to display a valid license from the State Hotel/Restaurant Division and a valid Health Department Inspection Permit. Information can be found at http://myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html. All other concessionaires should display valid, individual vendor licenses.

VENDOR POLCIES

Payment of Space Charges: Vendor booth prices are indicated below. Payment in full is due at the time a vendor application is submitted. Fees paid are non -refundable. A Credit Card Authorization form is attached. *After December 31, 2017*, an Administrative fee of \$25 per completed vendor application will be accessed.

Payments will not be accepted the day of the event unless special arrangements have been made in advance.

Vendor Booth Prices:

Outside Concession booth (non-consumable goods): \$100

Farmer Market Space: \$100

Wellness Booth with Presentation: \$150

Food Concession: \$150

Preferred Vendor: \$200

Beer & Wine Vendors: \$200

Please make all checks and money orders payable to Tampa Bay Collard Greens Festival.

Presentation & Set up of booths:

Vendors will be provided a 10x10 foot tent, 2 tables, and 2 chairs

Set up is at 8AM and disassembling of booths must start at 4PM, leaving the contracted space as found.

All displays must be visually attractive, well-organized, and sufficiently staffed.

All display items and products to be sold or distributed must fit within the contracted vending space.

All prices must be posted and in easy view of the customer. Food concessionaires agree not to sell any food items, which are not listed in the Concession Space License Agreement. No handmade signs are allowed.

Vendors selling food will be expected to abide by St. Petersburg health guidelines and have a valid food license (See above).

Conduct of Vendors/Exhibitors/Concessionaires: Each lessee is expected to deal honestly and fairly with the public and any attempted fraud, deception, or misrepresentation will be considered sufficient cause for revoking the Vendor/Exhibitors/Concessionaire Contract.

Vendors are required to exhibit a customer friendly attitude and excellent customer service. Negative attitudes, excessive, unfounded complaining, or abuse language are not welcome and will not be tolerated. Vendors may not discredit others.

Vendors are totally responsible for the safety of all accompanying children.

No alcoholic beverages are permitted in concession booths, unless you are a preferred vendor, selling alcoholic beverages (proper licensing required).

No Smoking in booths.

All vendors must confine activities to the area within the limits of the space allotted to them. Violations may result in immediate termination of the contract.

Vendors may advertise or distribute approved products or literature only from their own exhibit space. Materials must be in good taste, and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar.

Vendors may not solicit donations unless specifically authorized in writing in the license agreement.

Demerits: The festival staff will make periodic inspections of the booths. Any time a deficiency is noted, a demerit notice will be attached to the booth. Three demerit notices may be grounds for the Vendors/Exhibitors/Concessionaries to not return the following year or (depending on the seriousness of the situation) may be grounds to shut down the concession immediately. Such determination will be at the sole discretion of the TBCGF, Inc. Possible reasons for demerit notices are failure to meet the cleanliness requirements, booth not open on time, closed early, dirty, sound too loud, non-compliance with any rule in this manual or contract, etc.

Sound Use: Family friendly! Amplified sound is not permitted from a concession or exhibit area unless advance written permission is granted by the TBCGF staff. If sound is allowed, it must be of such a nature to cause annoyance to other Vendors/Exhibitors/Concessionaires. A second warning will result in removal of the sound apparatus from the exhibit or termination of the license agreement.

The Tampa Bay Collard Green Festival is a RAIN or SHINE event. No refunds will be given due to weather related issues. If the festival has to be postponed due to the weather, we will inform you of the rescheduled date and time. We are NOT responsible if you can make the new date and time.

CREDIT CARD AUTHORIZATION FORM

Please complete the information requested below and return this form with your application. For your convenience, we will use this authorization form to charge your credit card. TBCGF, Inc. at their option will charge a 2.5% processing fee on all credit cards transactions. Signing this form will authorize TBCGF, Inc. to charge all fees unless otherwise indicated below.

CHOOSE TYPE OF VENDOR SPACE BELOW

- | | |
|---|--|
| <input type="checkbox"/> Outside Concession Booth
(Non-consumable goods): \$100
<input type="checkbox"/> Farmer Market Space: \$100
<input type="checkbox"/> Wellness Booth with Presentation: \$150 | <input type="checkbox"/> Food Concession: \$150
<input type="checkbox"/> Preferred Vendor: \$200
<input type="checkbox"/> Beer & Wine Vendors: \$200 |
|---|--|

PLEASE PRINT CLEARLY

CREDIT CARD TYPE ☐ American Express ☐ Discover ☐ Master Card ☐ Visa
 Card Number

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Expiration Date: _____ Security Code: _____

Cardholder's name/Company: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Authorized Signature Required: _____



ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received a copy of the 2018 Tampa Bay Collard Green Festival Food-Outside Concessions Manual, and I understand that it is my responsibility to review this Manual prior to the execution of the Food/Sales Concessionaire Concession/License Agreement. I also agree to abide by the policies and procedures contained in this manual. I understand that this Manual and the signed acknowledgment will become part of the Food/Sales Concessionaire Concession/Exhibition License Agreement.

Name (print): _____

Signature: _____

Date: _____

Please return this Acknowledgement with your executed Agreement.