

2022 Winter Festival
 Arts/Crafts/Miscellaneous Application
 Application Deadline: October 31, 2022
 Festival Date: Saturday, December 3, 2022

Submitting an application does not automatically guarantee acceptance to participate in the Winter Festival. All applications will be carefully reviewed by the Planning Committee and selected based upon quality, uniqueness, appropriateness and originality of product. The Planning Committee reserves the right to accept or deny any application. Vendors may have only one booth.

To be considered, please submit the following documentation with your application- your application will not be processed without all the required documentation:

1. Entry Fee in full
2. Completed Application
3. Signed/Dated Liability Disclaimer
4. Photo and/or description of set up
5. Products & Pricing list (items must be approved by the Planning Committee)
6. Up-to-date State of Florida Resale Certificate for Sales Tax

Fees

**Make checks payable to: Tallahassee Friends of Our Parks Foundation, Inc.
 1201 Myers Park Drive Tallahassee, FL 32301
 Credit cards cannot be accepted.**

Electricity is not available to Arts/Crafts/Miscellaneous participants

10' x 10' \$100.00	10' x 15' \$125.00	10' x 20' \$150.00
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Refunds will not be given after October 29 or for inclement weather

Complete and return via mail or hand delivery to the Special Events office. Faxes will not be accepted. Please type or print the following:

Contact Name: _____ Business Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email (preferred): _____ Phone: _____ Cell: _____

Please give a detailed description of your proposed booth set up - be specific.

Description of Tent	Lighting	Set Up
Length: _____ Width: _____ Height: _____ #Side Panels: _____ Other: _____	#Coleman Lanterns: _____ #Battery-Operated Lights: _____ #Other: _____ Remember: No generators, candles or other open-flame lighting allowed NOTE: ELECTRICITY WILL NOT BE AVAILABLE TO ARTS/CRAFTS/MISC VENDORS	#Tables: _____ Size: _____ #Chairs: _____ #Display Boards: _____ Other: _____

In the spaces below, please itemize, complete with prices, all items you are requesting to sell. Once your application has been approved, you may not make any changes without the approval of the Planning Committee. Please be specific - ie: holiday crafts-wreaths, ornaments, etc.; wood crafts; paintings/drawings/sculptures; smocked/embroidered/hand-painted clothing; leather goods, glass; photography; pottery; jewelry, etc. Use additional paper, if necessary.

ITEM/DESCRIPTION	PRICE	ITEM/DESCRIPTION	PRICE

City of Tallahassee
Winter Festival – A Celebration of Lights, Music and the Arts
Liability Disclaimer

The City of Tallahassee Winter Festival does not provide liability insurance for the protection of participants, spectators, merchants or others who participate in Winter Festival activities.

In consideration of being permitted to participate in such activity, the participant does hereby release and forever discharge the City of Tallahassee, its officers, officials, employees and agents, jointly and severally from any and all actions, cause of action, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participants, merchants, spectators, or others in consequence of participating in City of Tallahassee Winter Festival activities. This waiver and release expressly includes any action, cause of action, claim or demand based upon any act, omission or negligence by the City of Tallahassee its officers, officials, employees or agents.

This release extends and applies to, and also covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to the person executing such release at the time of such execution, are hereby expressly waived.

The participant agrees on behalf of its assigns to indemnify the City of Tallahassee, its officers, officials, employees and agents and all members and officials of the Winter Festival Committee, jointly and severally, and to hold the same harmless from and against any and all actions, claims, demands and liabilities, loss, damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by them or claimed against them by reason or participant's negligence or willful misconduct during its participation in the Winter Festival.

Signature, Authorized Representative/Applicant

Date

Print, Authorized Representative/Applicant

Cell

Signature, Parent or Legal Guardian, if under 18

Date

Print, Parent or Legal Guardian, if under 18

Phone

I (please print your name), _____, hereby acknowledge that I have read the Rules and Regulations associated with being a vendor at the Winter Festival and have thereby duly informed all entry participants (my employees, volunteers, representatives, agents, etc.) of said Rules and Regulations, and agree that Applicant and all participants in this entry will heed all Winter Festival Committee rules, regulations and directives, whether written or oral, and all applicable laws and ordinances. I understand that refunds will not be given after October 29 or for inclement weather.

Signature, Applicant/Authorized Representative

Date

Print Name

2022 Arts/Crafts & Miscellaneous Application
Rules, Regulations and Guidelines

1. Power is not available for Arts/Crafts & Miscellaneous vendors.
2. Applications will be selected based upon quality, uniqueness, appropriateness, space availability and overall compliance with procedure.
3. If selected, your participation as a Winter Festival vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation. The City of Tallahassee Parks, Recreation and Neighborhood Affairs Department (hereinafter PRNA) reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only.
4. Vendors may have only one booth.
5. Vendor placement will be determined after the October 14 deadline. The Planning Committee reserves the right to determine the final placement for all vendors. If changes are requested, the Planning Committee will make every effort to accommodate the request. An additional fee may be charged.
6. Applications received after the October 14 deadline will be placed on a waiting list and will be pulled if cancellations should occur. Applications pulled from the waiting list will be considered based upon the criteria as outlined in item #2 above.
7. No refunds will be given after **October 29 or for inclement weather**. If you cancel prior to that date, you will be charged a \$25.00 Cancellation Fee, which will be deducted from your entry fee. Please submit a letter via U.S. Mail or email (jennifer.carter@talgov.com) to request a refund. You should receive your refund with **4-6** weeks of your request.
8. Applications received after the deadline will be assessed a non-refundable \$25.00 Late Fee. Late applicants must pay in cash, money order or cashier's check. No personal checks will be accepted after the deadline date. If your application is not accepted, your entry fee will be returned; your late fee will not be returned.
9. The Winter Festival provides only the space for the booth. Vendors are solely responsible for providing all the necessary equipment to operate during the festival. To add to the festivities, please decorate your booth in the spirit of the holidays- wreaths, garland, battery-operated mini-lights, etc.
10. Upon your arrival on event day, if your tent/trailer is larger than what you were approved for, you may be denied access to your assigned space and would, thereby, forfeit all fees previously paid. If we can accommodate you, additional fees will be charged.
The Planning Committee reserves the right to make the final determination for placement. Please be specific regarding required footage on your application.
11. Vendors are NOT allowed to sell from trucks, cars, vans, etc. Trailers must be pre-approved by the Planning Committee.
12. Vendors are solely responsible for collecting and reporting sales tax.
13. If accepted to participate, you will receive your load-in/load-out permits in November. These permits must be displayed on the driver's side dashboard in order to gain entrance into the festival area to set up.
14. Prior to setting up, please check in at the Winter Festival Information Booth, which will be located on the corner of Park Avenue and Adams Street. At that time, you can pick up any additional information that may apply to you.
15. You may start setting up your booth after 7:00 am on the day of the event. A Staging Marshal will be on hand during setup and will be glad to answer any questions you may have.
16. No overnight parking or unloading will be allowed. Vendors not in accordance will be towed at their own expense.
17. On event day, all vehicles must be removed from the festival area by 1:30 pm. After 1:30 pm vehicles will not be allowed entry into the festival area to unload. Public parking will be identified in your final package.
18. Vendors must be in place and ready for inspection by the Fire Marshal and Winter Festival staff by 1:30 pm.
19. By order of police, all sales must cease by 10:00 pm and it is mandatory that all vendors be completely closed and out of the festival area no later than MIDNIGHT. No exceptions.
20. Vendors closing earlier than 10:00 pm will not be allowed to bring in any vehicle to remove their merchandise. Vehicles will not be allowed in the festival area until after 10:00 pm or at a time authorized by officials.
21. Vendors are restricted to selling only within the boundaries of the booth space that was assigned by the Planning Committee. No roving will be permitted without a Roving Vendor permit. Please call the Winter Festival office for details.

22. Vendors are permitted to sell only the items that were listed on their applications and have the approval of the Planning Committee.
23. Arts/Craft/Miscellaneous vendors may not sell or hand out free of charge any food or beverages. Only pre-approved and permitted food vendors are allowed to sell or hand out food and beverages. No exceptions.
24. Vendors may not sell, promote, advertise or handout for free any alcoholic beverages, tobacco products, weapons, fireworks, controlled substances or illegal substances/paraphernalia; nor, are they allowed to hand out any written literature with regards to alcoholic beverages, tobacco products, weapons, fireworks, controlled substances of illegal substances/paraphernalia. To do so will call for immediate shutdown and removal from the festival and will jeopardize future participation in Winter Festival activities. Refunds will not be granted. No exceptions.
25. Vendors may not consume or have in their possession any alcoholic beverages or controlled/illegal substances/paraphernalia. This will be closely monitored throughout the event. Non-compliance will call for the immediate shut down and removal from the festival. Entry fees will be forfeited.
26. Vendors are responsible for their own cleanup. Trashcans will be provided and conveniently located throughout the festival area. Vendors are required to haul off any empty boxes or other trash that does not fit in the provided trashcans.
27. Tents and tarps must be fire resistant and must have a manufacturer's tag attached.
28. Tents/tarps/canopies must be secured using appropriate anchors such as sandbags or weights. Staking will not be permitted, and this will be strictly monitored throughout the event.
29. The Fire Marshal and Safety Officer have made it mandatory that all vendors supply their own tagged Fire Extinguishers. These items are to be prominently displayed at your site from the time you set up and all throughout the day and evening until you dismantle and leave the festival area.
30. Vendors are required to provide a copy of the following: State of Florida Resale Certificate for Sales Tax.
31. Personal use and resale items may not bear the Winter Festival Logo. The Winter Festival logo is implemented for use only by the Winter Festival.
32. The City of Tallahassee, its employees, event sponsors and volunteers are not responsible for neglect, damage to your booth, theft, or personal bodily injury to you or your employees, your representatives, your volunteers or your guests while participating in the Winter Festival. This includes traveling to and from the event, pre-event set up, during the event, and post-event tear down.
33. PRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only.
34. All checks returned for insufficient funds, must be made good no later than October 29 to be eligible to participate. You will be assessed a \$30.00 service charge in addition to the amount of the entry fee. Entry fee and service charge must be paid in cash, by money order or cashier's check. Personal checks will not be accepted.
35. Please maintain a copy of your application and the above Rules and Guidelines for your personal file and reference.
36. Refunds will not be given for inclement weather.

ARTS/CRAFTS/MISCELLANEOUSAPPLICATION CHECK LIST (all are required to be submitted with application):

- Completed application form
- Signed/Dated Liability Disclaimer
- Entry fee in full

Make checks payable to: **Tallahassee Friends of Our Parks Foundation, Inc.**

1201 Myers Park Drive Tallahassee, FL 32301

- Photos of merchandise and set up
- Itemized list, with prices, of what you are requesting to sell
- Copy of State of Florida Resale Certificate for Sales Tax – (850) 414-2596

EVENT REMINDER

- Flame-retardant tag on tent
- Certified fire extinguisher
- You are not allowed to roam throughout the festival area to sell your merchandise. You must operate only within your assigned area.
- Electricity will not be available for Arts/Crafts/Miscellaneous vendors. Generators are not allowed.

- No candles or other open-flame source of lighting permitted
- Refunds will not be given for inclement weather

IMPORTANT DATES AND DEADLINES TO REMEMBER

- Festival Date: Saturday, December 3, 2022, 3:00-10:00 pm
- Arts/Crafts & Miscellaneous application deadline: October 14, 2022
- Entry fee non-refundable after October 29, 2022
- Checks returned for insufficient funds must be made good by October 29, 2022. NOTE: A \$30.00 fee will be assessed, in addition to the entry fee. All fees must be paid for in cash, money order or cashier's check. Personal checks will not be accepted after this time.
- \$25.00 non-refundable Late Fee will be applied to ALL applications received after the October 14 deadline. Applications received after the deadline must be paid for in cash, by money order or cashier's check. Personal checks will not be accepted after this time.
- \$25.00 Cancellation fee will be deducted from entry fee if vendor cancels prior to October 29. Please submit a letter via U.S. Mail or email (jennifer.carter@talgov.com) to request a refund. You should receive your refund with 4-6 weeks of your request.

Important Notice: Due to the Homeland Security Advisory System, all activities, events, and other Winter Festival Components are subject to change or cancellation. Notification of such changes or cancellations will be submitted accordingly.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests must be made to the event coordinator seventy-two (42) hours prior to the event.

If selected, your participation as a Winter Festival vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation. PRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only.

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-4352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.