

CITY OF TALLAHASSEE VENDOR APPLICATION  
APPLICATION DEADLINE: OCTOBER 31, 2022  
FESTIVAL DATE: DECEMBER 3, 2022 – 3PM-10PM

Thank you for applying to be a vendor for the 2022 Winter Festival on December 3rd. Submitting an application does not guarantee a vendor booth in the Winter Festival. If selected, the planning committee will make final decision as to placement of all vendors. Previous placement will be taken into consideration but is NOT guaranteed. Please be advised that all Winter Festival activities or components of this application are subject to change or cancellation for any reason. There is ONE booth allowed per vendor. **Note: Beverage sponsor is still to be determined for 2022. We will send out an update at the end of September.**

Applications must include the following in order to be considered:

1. Completed Application
2. Signed Liability Waiver
3. Itemized Menu w/ prices
4. Current Certificate of Liability Insurance (See Insurance Section for details)
5. Photo or drawing of set up
6. Attached list of equipment being used and how many of each
7. Current copy of State of Florida Resale Certificate for Sales Tax
8. 501(c)3 non-profits are required to provide a copy of the Certificate of Exemption

Please fill out below:

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Location: \_\_\_\_\_

(This does not mean you will get this location, this is just a request that the committee can take into consideration.)

Fees: Electricity will be charged separately and is limited. Accepted vendors can purchase one (1) or two (2) 20-amp plug/outlet. No other electricity is available. No special wiring is available. Vendors cannot purchase more than two (2) plus/outlets. The following fees will be collected for electric and booth spaces. Booth placement IS NOT Guaranteed. Please put an X by the size space you would like and if you would like electric:

- \_\_\_\_\_ 20-amp plug/outlet - \$40 per plug – two (2) plug max.
- \_\_\_\_\_ 10x10 booth space - \$325.00
- \_\_\_\_\_ 10X15 booth space - \$375.00
- \_\_\_\_\_ 10x20 booth space - \$425.00
- \_\_\_\_\_ 10x30 booth space - \$475.00



\*\*\*\*\*

Questions: Mario Palmentieri: [Mario.Palmentieri@talgov.com](mailto:Mario.Palmentieri@talgov.com) – 850-509-0785  
Jennifer Carter: [Jennifer.Carter@talgov.com](mailto:Jennifer.Carter@talgov.com) – 850-891-3885

Mail Applications to: PRNA Main Office c/o  
Winter Festival Planning Committee  
1201 C Myers Park Drive  
Tallahassee, FL 32301

Email Applications to: Jennifer.Carter@talgov.com

Make all checks payable to: Tallahassee Friends of Our Parks Foundation, Inc or F.O.O.P.

*For Office Use:*

Date Received: \_\_\_\_\_  
Amt Paid: \_\_\_\_\_  
Ck # \_\_\_\_\_  
REC# \_\_\_\_\_  
Booth Size: \_\_\_\_\_

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.**

**All food and beverage vendors (including food and beverage inside the VIP areas) will comply with any applicable CDC guidelines relating to food concessions and restaurants. Mobile food vendors are also required to comply with all applicable Florida and Federal laws including, but not limited to, as applicable, fire safety requirements such as Chapter 633, Florida Statutes and Chapter 69A-60, Florida Administrative Code.**

**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