

## VENDOR APPLICATION AND INFORMATION

### ***THERE'S SNOW PLACE LIKE TARPON SPRINGS***

**FRIDAY, DECEMBER 2, 2016 5-10 PM**

There's Snow Place Like Tarpon Springs is an annual Christmas event that includes falling snow, carriage and hay rides, a boat parade, visits with Santa, Christmas themed movies, food, vendors and street entertainers. Stores and restaurants within the event area will be open.

**APPLICATION / AGREEMENT:** The event will assign and provide designated space. Materials may not extend beyond the assigned space. Vendors may not conduct sales outside of their designated area (no walking around with your goods!!). One vendor per space, no sharing.

Vendors need to provide their own canopy, tables, chairs, displays, extension cords (if power is ordered), etc. The canopy must fit within the space provided by the event and be able to withstand the weather conditions. Vendor is responsible for any damages caused and space must be staffed at all times. Canopies must be labeled fire resistant. If not labeled, the Fire Marshall will not allow the canopy to be used. It is recommended (but not required) that all vendors have a fire extinguisher. It is mandatory that all food vendors have adequate fire extinguishing equipment (ABC & K) with current certification tags. New extinguishers do not come with the certification! Class K extinguishers are required for booths if fryers are used.

**SPACE ASSIGNMENTS:** Space is limited and all spaces will be assigned. **Christmas or holiday themed goods are highly encouraged.** The event sponsor can make no guarantee of location. Similar vendors may be accepted, however, every effort will be made to keep a reasonable distance between vendors selling similar items. Sales will be restricted to those items listed on your approved application. The sale of fire arms, alcohol, obscene materials, stolen merchandise, illegal paraphernalia or other items that are unlawful or not pre-approved by the event sponsor, are forbidden. Please keep in mind, this is a family event.

**APPLICATION AND FEES:** Application fees are as follows:

Standard Retail Space (10' x 10')	\$ 50
Food Vendor Space (10' x 10')	\$ 75
Food Trucks	\$100
Power (please read below)	\$ 15

**Applications must be accompanied by payment in full and must be received no later than close of business on November 23, 2016.** No Exceptions! Fees are non-refundable. The event is held rain or shine. There will be no refunds for failure to show up, bad weather or cancellation. Please make checks payable to Tarpon Springs Merchants Association. Each applicant will be notified of their acceptance and location by email.

**POWER: We highly encourage every vendor to be self-sufficient!** The event will not provide power (unless otherwise noted and prepaid) If you require power, please note on the application form. Spaces with available power are limited and will be assigned on a first come/first served basis. Please bring your own power extension cords. **AVAILABLE POWER SOURCES DO NOT EXCEED 30 AMPS. PLEASE BRING YOUR OWN EXTENSION CORDS (20'-25'). VENDORS UTILIZING DEEP FRYERS OR OTHER EQUIPMENT WITH HIGHER VOLTAGE NEEDS MUST PROVIDE THEIR OWN POWER SOURCE.** If you use a generator, it must be one of the new, quiet models. Only food trucks will be allowed the larger generators and will be in a separate area.

**SECURITY:** Vendors are fully responsible for their own personal property. The City of Tarpon Springs, Tarpon Springs Merchants Association or any other sponsor of the event will NOT assume liability for any losses. Vendors must comply with local laws and regulations. Anyone not conducting business in a professional manner or that is found to be in non-compliance, may be removed or have their participation limited or discontinued during the event. Requests by state, county or city employees, event staff and volunteers must be adhered to.

**SET UP AND BREAK-DOWN: SET UP BEGINS AT 2PM. ALL VENDORS MUST BE COMPLETELY SET UP AT LEAST 30 MINUTES PRIOR TO THE EVENT START TIME OF 5 P.M. VENDORS ARE TO UNLOAD THEIR VEHICLE AND PARK BEFORE SETTING UP. VENDORS MUST REMAIN OPEN THE ENTIRE DURATION OF THE EVENT. NO VENDOR MAY BEGIN BREAK-DOWN BEFORE 10:00 PM!** At 10 p.m. please completely break-down and pack up your belongings before bringing your vehicle inside the event. Vendors are responsible for set-up and break-down of their canopies and displays. All trash must be removed! Due to the layout of the area, you may have limited access to your space. Please be prepared to bring your things in by cart, if necessary.

**VENDOR PARKING:** Vendors may park in any designated public parking area or on-street parking of a first come – first served basis.

**RAIN OR SHINE:** The City of Tarpon Springs and the Tarpon Springs Merchants Association may change or adjust the hours or days of the event due to forces of nature or occurrences beyond our reasonable control. Such changes will not be considered a breach of contract nor constitute grounds for a refund.

**SALES TAX:** Each vendor is responsible for collecting and paying applicable sales tax. Pinellas County tax rate is 7%.

# 2016 SNOW PLACE LIKE TARPON SPRINGS - VENDOR APPLICATION

FULL NAME (please print) \_\_\_\_\_

TITLE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE #1: \_\_\_\_\_ ALTERNATE OR CELL \_\_\_\_\_

Fees: Please check applicable rate

_____	Standard Retail	(10' x 10')	\$50
_____	Food Vendor	(10" X 10")	\$75
_____	Food Truck		\$100
_____	Power <b>(Please read instructions)</b>		\$15

**PLEASE INDICATE HOW MANY SPACES NEEDED ABOVE AND REMIT THE CORRECT VENDOR FEE.**

Total Enclosed: \$ \_\_\_\_\_

**Length of vehicle if food truck** \_\_\_\_\_

**Type of vehicle used and length if food vendor** \_\_\_\_\_

Please return completed form and check payable to Tarpon Springs Merchants Association, PO Box 2793, Tarpon Springs FL 34688 ATTN: Reggie no later than the **DEADLINE: November 23, 2016**. No Exceptions. We do not accept credit cards.

Please direct questions to Reggie Gibson at [tarponspringsflorida@gmail.com](mailto:tarponspringsflorida@gmail.com)

*I acknowledge that I have read and fully understand the attached rules & agreement:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LIST ITEMS BELOW THAT WILL BE SOLD AT THE EVENT:**