

## VENDOR APPLICATION AND INFORMATION

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

**FRIDAY, DECEMBER 1, 2017, 5-10 PM**

There's Snow Place Like Tarpon Springs is an annual Christmas event that includes falling snow, carriage and hayrides, 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:** You will be provided with a 10' x 10' space. If you need more space, please make sure you indicate this on the application form. 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 and displays. The canopy must fit within the space provided by the event and be able to withstand the weather conditions. We recommend bringing four (4) 25 lb weights for your tent in case it's windy. 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
Double Retail Space (10' x 20')	\$ 75
Food Vendor Space (10' x 10')	\$100
Double Food Vendor Space (10' x 20')	\$125
Food Trucks	\$150

**Power (PLEASE SEE NEXT PAGE)**

**APPLICATIONS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.** 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 at least a week prior to the event. **YOU MUST INDICATE ON THE BOTTOM OF THE APPLICATION FORM EVERYTHING THAT YOU ARE SELLING (ESPECIALLY FOOD VENDORS).**

**POWER:** **CITY POWER WILL NOT BE AVAILABLE FOR THIS EVENT.** This is due to the City decorating the light poles and will be using the power. Your options are to either bring your own generator (**it must be one of the new, quiet models**) or we highly encourage every vendor to be self-sufficient (battery, solar, etc.). The Merchants Association does have some generators that can be rented out on a first come/first served basis for a \$20 rental fee. If you absolutely need to rent one, please make sure you indicate this on the application form. We will do our very best to accommodate your request. If you use one of the Merchants Association's generators, you must provide your own extension cord (20'-25' or longer). **IT IS VERY IMPERATIVE THAT YOU PROVIDE YOUR OWN POWER SOURCE!**

**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:** You will be notified at least a week prior to the event what your space location is and what the set-up instructions are. Set-up will start at 2:00 pm and you must be totally set-up by 4:30 pm. **VENDORS MUST REMAIN OPEN THE ENTIRE DURATION OF THE EVENT. NO VENDOR MAY BEGIN BREAK-DOWN BEFORE 10:00 PM!** Vendors are responsible for set-up and break-down of their canopies and displays. **VENDORS MUST REMOVE THEIR OWN TRASH.** 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%.

**2017 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'x10')	\$ 50
_____ Double Retail	(10'x20')	\$ 75
_____ Food Vendor	(10'x10')	\$100
_____ Double Food Vendor	(10'x20')	\$125
_____ Food Truck		\$150
_____ Generator Rental		\$ 20

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

**FOOD TRUCK/FOOD VENDOR LENGTH (HITCH INCLUDED)** \_\_\_\_\_

Please return completed form and check/money order payable to Tarpon Springs Merchants Association (TSMA), PO Box 2793, Tarpon Springs FL 34688. We do not accept credit cards. Please direct questions to Reggie Gibson at [tarponspringsflorida@gmail.com](mailto:tarponspringsflorida@gmail.com) or call 727-543-1593.

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

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

**\*\*PLEASE LIST BELOW ALL THE ITEM(S) THAT WILL BE SOLD AT**