



**RETAIL VENDOR CONTRACT Palm Harbor Citrus Festival**  
**Saturday, March 20, 2010**

Instructions: Please read all attached pages, complete all sections, and sign the first two pages. Return with your check made payable to: Palm Harbor Citrus Festival. Keep a copy for your records.

(Please Print) \* **Everything must be filled out & both pages signed.**

Name of business:		
Owner/Manager of business:		
Address:		
City/State/Zip:		
Phone:	Fax Number:	
E-mail:		
Description of <b>All</b> Items to be sold:		
Will you be using a generator?	Need electric?	# of watts/amps?

**FEE:**

<b># of Retail Vendor spaces _____: \$75.00 each 10 x10 space</b>
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We restrict the number of vendors who carry specific types of arts, crafts, foods, services & products. If a category of craft, art, food, service or product is already 'filled', we will notify the applicant and keep the application on file and pending for future events, and return your payment. Arts, crafts, food, service and product Vendors are not permitted to add additional product lines, outside the items, products or services described and approved by Greater Palm Harbor Area Chamber of Commerce (PHCC)/Old Palm Harbor Main Street, Inc. (OPHMS) on this application. Any subsequent additions to their initial product line need to be reviewed with and approved by PHCC/OPHMS event manager, prior to the sale of said food, product or service. The event manager reserves the right to ask that unsuitable or unapproved products be removed immediately from sale. The PHCC/OPHMS reserve the right to refuse any application. Obtaining the proper licenses or permits, and obeying all codes is the sole responsibility of the vendor, who is responsible for adhering to all relevant federal, state and local government regulations ( e.g. health codes, permits, fire and safety regulations, licenses, etc. including any regulations of the Florida Departments of Health, Agriculture or other regulatory agencies). The collection and reporting of Florida Sales tax, is required by the State, this is the responsibility of the seller and or the vendor. Certificate of Insurance is required for some products, services and **ALL retail vendors**. The Event Manager will notify you if the Vendor requires insurance proof.

I, \_\_\_\_\_, the undersigned, have read the entire Vendor Information Packet (**including OPHMS/PHCC Events Vendors Rules and Regulations and Palm Harbor Fire Department Rules and Regulations**) governing the Greater Palm Harbor Area Chamber of Commerce/*Old Palm Harbor Main Street's Events*, and I agree to adhere to them. I understand that the Event Managers or the Palm Harbor Fire Department reserve the right to limit or discontinue my participation as a vendor at any time and for any reason. I agree to indemnify and hold harmless the Greater Palm Harbor Area Chamber of Commerce, Old Palm Harbor Main Street, Inc. and its agents and employees, building owners, tenets, partners, sponsors and volunteers from any and all liability, cost, damages, and other expenses suffered or incurred during the PHCC/OPHMS Events. I understand that I am responsible for adhering to all relevant federal, state and local government regulations (e.g. health codes, permits, fire and safety regulations, taxes, licenses, etc.). I understand that my application fee and vending fees are non-refundable. I understand I may not sell any beverages of any type including but not limited to water, sodas/colas, juices, and alcohol. I also understand I may not sell any type of tobacco products, drug paraphernalia, obscene material or animals.

**Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

For Internal Use:	1
Site # _____	Payment Amount _____
Payment Type _____	Date _____

## Special Events Vendor Rules and Regulations

The **2010 Palm Harbor Citrus Festival** will be held on Florida Ave. and Georgia Ave. on March 20, 2010. **Please plan on bringing a Generator or Battery operated Lights.**

**The deadline for vendor applications is March 15, 2010.**

- ◆ The signed contract is a commitment that vendor must be open for business by **10:00AM** and stay fully set-up and remain open until *the event ends*.
- ◆ **All vendors must check-in at the vendor booth by 8:00am.** Due to safety reasons, all vendor vehicles **must** be out of the event site by **9:15am**. Vehicles will not be allowed to return to site until end of event and the Pinellas Sheriff's Dept. issues an announced "All Clear" and opens event site to vehicle traffic (about 8:00pm).
- ◆ Vendor displays must stay in within the boundaries of the designated allocated space. **No Staking of tents or drilling of holes in pavement or in the grassy areas is permitted. No hanging, nailing or tacking anything to trees or shrubs. Violation of this rule will result in immediate and permanent expulsion from the PHCC/OPHMS Events. Plus payment for repairs caused by the damage you caused.**
- ◆ **Vendor site will be left clean of all trash and debris. Bring your own trash receptacles, a dumpster will be provided. You will be notified of Dumpster location. "Event" trash receptacles are not intended for vendors. If any vendor leaves garbage or debris in vendor space or utilize event receptacles other than specified dumpsters, a fine will be assessed and the vendor will be invoiced. This will be strictly enforced.**
- ◆ **Vendor's registration & set up begins at 8:00am** on event day at PHCC/OPHMS Vendor Booth on the corner of Florida Ave. and 11<sup>th</sup> Street. **Retail vendor spaces will be assigned once your application has been approved and payment has been made.** The sooner you get your application in, the better space you will have. You will be notified of your site assignment at the registration booth on the event day. All space assignments are final.
- ◆ PHCC/OPHMS, Inc. reserves the right to refuse any application for any reason. If you are accepted or refused you will be notified by PHCC/OPHMS. If you are refused your payment will be returned. No refunds for cancellations after the acceptance of payment and an approved application.
- ◆ The event is rain or shine no refunds.
- ◆ No selling of any type of beverages including but not limited to alcohol, water, juices or soft drinks/sodas.
- ◆ No sales of any type of tobacco products, drug paraphernalia, or obscene material.
- ◆ *Follow the PHCC/OPHMS Rules and Regulations and the Palm Harbor Fire Department Rules and Regulations*
- ◆ Greater Palm Harbor Area Chamber of Commerce/Old Palm Harbor Main Street reserves the exclusive right to the sales of Event T-shirts, Pins, Patches and Novelties, unless approved in writing by Greater Palm Harbor Area Chamber of Commerce/Old Palm Harbor Main Street

### **You will be responsible for the following:**

- Payment for event made to: **The Palm Harbor Citrus Festival**) by cash, check, Visa/MasterCard, call OPHMS at 727-787.4700 for Credit Card Payment.
- **YOUR OWN TENT (any tent larger than 100 square feet , must display a flame retardant certificate),** tables, coverings & skirting for table, display board, chairs, garbage can, lighting, proper Fire Extinguisher.
- Electrical cord up to 200"
- Suggested Promotional items: Business Cards, Brochures, Menus, Price Tags and Display signage.

### **Sign and return with Event Contract**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Internal Use:

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Site # \_\_\_\_\_ Payment Amount \_\_\_\_\_ Payment Type \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTIONS:**

**From US 19 Going SOUTH:**

Turn **RIGHT** (West) onto Alderman Road  
Turn **LEFT** (South) onto Alternate 19  
Go approximately 1.5 miles  
Turn **LEFT** (East) onto Florida Avenue

**From US 19 Going NORTH:**

Turn **LEFT** (West) onto Tampa Road  
Turn **RIGHT** (North) onto Alternate 19  
Go approximately 1 mile north  
Turn **RIGHT** (East) onto Florida Ave.



**► Citrus Festival ◀**

Once the “All Clear” has been given to break down, vendors will be asked to exit the event site from Florida Avenue on to Alt 19 due to Carnival attendees and pedestrian traffic. If other alternate routes are available, you will be notified before break down.

Please mail or fax application to the address below  
Or for additional information call:

- Old Palm Harbor Main Street  
1190 Georgia Avenue  
Palm Harbor, FL. 34683  
727-787-4700  
[robinophms@verizon.net](mailto:robinophms@verizon.net)

All payments must be made to The Palm Harbor Citrus Festival

For Internal Use:	3		
Site # _____	Payment Amount _____	Payment Type _____	Date _____



**2<sup>nd</sup> Annual Palm Harbor Citrus Festival**  
**March 20, 2010**  
**10am – 8pm**

727-787-4700  
FAX-786-5051

**Palm Harbor Fire Department Vendor Form**

Please complete the following information and e-mail ([ophms@verizon.net](mailto:ophms@verizon.net)), fax or mail back to Old Palm Harbor Main Street or you will not be allowed to vend at the event.

Name:

Business Name:

Number of Spaces Requested:

**ALL Products to be sold or to be distributed:**

**Type of Equipment you will be providing for Set-Up:**

Tables:

Size of Tables:

Chairs:

Number of Tents:

Size of Tents:

Other:

Van/Trailer or RV Size (if being used in set up display):