



2009 Vendor/Exhibitor Policy

Events ARE NOT CANCELLED DUE TO WEATHER. If you choose not to attend/participate due to the weather no fees will be returned. All events proceed rain or shine. Events are not rescheduled.

Please note: Vendors are requested to bring their own battery powered lighting, due to power situations. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will cut down on the frustration of not having any light. Even though there MIGHT be power sources near some of the vendor spaces, these outlets are for the intended purpose of illuminating vendor tents ONLY. No vendor may use the outlets to power any electronic equipment (i.e. TV's , DVD Players, Music Players) or any household or industrial cooking device. Any vendor using the power in a manner not approved will be asked to unplug from the power source immediately. Vendor will not be reimbursed for Vendor Space Fee or any product they have purchased for the event.

CHECK LIST:

- VENDOR APPLICATION
- VENDOR REGULATIONS
- VENDOR PRODUCT LIST
- PAYMENT IN FULL FOR ALL EVENTS APPLYING
- TAX LICENSE
- FOOD LICENSE IF APPLICABLE

Please make sure all of the above are included with your application. Missing documents will delay your acceptance as a vendor during events in the Town of Harmony.

All initial applications should be mailed and not faxed. Please make sure you keep copies of all documents for your records, no copies or originals will be returned.

Town of Harmony
Attn: Event Coordinator
3500 Harmony Square Drive West
Harmony, FL 34773

2009 Vendor/Exhibitor Application

Print Name _____
Business Name _____
Address _____
City/State _____ Zip Code _____
Telephone () _____ Cell () _____
E-mail _____

(all correspondence will be through E-mail, unless an E-mail address is not provided)

Have you submitted the signed copy of Vendor/Exhibitor Regulations for 2008?

Yes ___ If yes, what date and event _____

No ___ (if no it must be submitted with this form)

Have you submitted a list of products sold?

Yes ___ If yes, what date and event _____

No ___ (if no it must be submitted with this form)

Describe Space Set-Up: (Past Event Photos Can Be Included w/ Application)

Will You Be Bringing A Generator? Yes No If yes, KW _____

I Will Be Plugging In Lights For My Booth? Yes No

Will You Have A Vehicle Parked Inside Of Event: (i.e. Mobile Food Station, Display Vehicle) Photo Must Be Submitted: Yes No

If Vehicle Is Powered During Event Describe Power Source: (i.e. Generator, Vehicle Engine, Diesel) _____

Category: ___ Arts ___ Crafts ___ Food* ___ Other

of Spaces Requested _____ (Spaces Are 10x10, No Tents Or Power Are Supplied)

***NO DUPLICATE FOOD VENDORS ALLOWED. MUST RECEIVE APPROVAL FOR ALL FOOD ITEMS SOLD.**

Vendor Fees: \$15.00 per 10 X 10 SPACE (waived for approved non-profits)

Total Fee:\$ _____

Non Profit ID #: _____

For office use only: Date Entered: _____ Cash _____ Check w/ # _____

E-mail Sent with receipt (date) _____ Mailed receipt (date) _____ Accepted: Y ___ N ___

State reason of refusal _____

Items not accepted: _____

LIVE GREEN HARMONY

www.harmonyfl.com

2009 Vendor/Exhibitor Regulations

This form only needs to be handed in once a year. Each Vendor must initial each line to acknowledge the rules of the show:

___ All vendor booths must be reserved in advance. No booth will be held without the required deposit. Assignment of vendor space will be at the promoter's discretion and the vendor must exhibit within the space provided.

___ Full payment is required to reserve space. No space will be reserved until payment is received. A vendor may cancel this agreement upon the receipt of written notification to the promoter.

___ Vendor will be notified within 10 days of receipt of the registration form of acceptance to the event. If vendor is not accepted, all fees will be refunded.

___ If Vendor is not accepted due to vendor requirements, a new registration may be submitted.

___ There will be a \$25 charge for all returned checks.

___ The promoter DOES NOT SUPPLY POWER FOR VENDOR USE AT THE EVENT. If you are bringing a generator, please notify promoter. If you need to illuminate your tent, you must use your generator or bring your own battery-operated lanterns. All power cords used by vendor must be securely taped to the ground to avoid accidents. VENDOR MUST SUPPLY OWN DUCT TAPE TO SECURE CORDS. Vendors are requested to bring back up lighting, due to power situations. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will cut down on the frustration of not having any light, should an issue arise.

___ Each table used by a vendor should be a 6' or 8' long banquet style table and will have a table skirt attached to hide the view under the table.

___ Load-in begins 3 hours before event start time. NO VENDOR WILL BE ALLOWED TO SET UP BEFORE THIS TIME. No items may be left unattended. No admittance to event area after event start time. All vendors must remain open during the event hours. All vehicles must be out of the event area by event start, and may not re-enter event area until posted ending time of event. Vendors should park in any on-street parking or parking lots located outside of the event.

___ Vendors are required to collect Florida State Sales Tax of 7% on taxable sales. To obtain more information on a Temporary Tax Certificate, contact the Florida Department of Revenue at 407-903-7350.

___ Food Vendors are required to be licensed with the Department of Business and Professional Regulation and inspected the day of the event. To obtain more information on a Temporary License, contact the Department of Business and Professional Regulation at 850-487-1395. VENDORS ARE REQUIRED TO PROVIDE COPY OF LICENSE.

___ Vendors are required to clean up their space after the event. Any vendor who leaves garbage in their area will be assessed a \$50.00 fine. Food Vendors must provide a trash receptacle near their booth and are responsible for keeping the trash at a minimum.

___ The vendor agrees to hold blameless the promoter, Harmony Development, its employees, officials and principals and expressly releases it from all liability from loss or damage caused to persons or property for any cause whatsoever. Vendor shall indemnify Harmony Development against all liability or expenses arising out of any claim or injury, damage to any person or property, together with all costs in connection with the defense thereto, including attorney's fees.

I acknowledge that I have read and understand the terms and conditions as indicated on this application and contract. I agree to sell only those items as listed. If I change/add a new category or merchandise, I must submit a request to the promoter. Any vendor that does not comply with these rules and regulations will be asked to not return.

Signature _____

Print Name _____

Date _____