



2017 Blue Crab Festival  
P.O. Box 1351, Palatka, FL 32178

## Commercial Display/Resale Vendor Application

*We appreciate your interest in the 29<sup>th</sup> Annual Blue Crab Festival on May 26, 27, 28 and 29, 2017*

This contract is between \_\_\_\_\_ and The Blue Crab Festival, Inc.

- We want every vendor to make money at this event. The Committee will limit the number of Vendors selling similar items services (i.e. Jewelry, Home Improvement, etc.). Some categories close early. The earlier you submit your application, the likelier you will be accepted. Commercial Vendor spaces are assigned based on need for electricity and the date your application is received. You cannot drive stakes into the City streets or sidewalks.
- The Blue Crab Festival must receive the signed contract, payment, and photos of items to be sold before your application can be processed. You will only be permitted to sell or display items approved in advance, if you do not show it in the photos it is not approved.
- **\*\*\*NO CASH, PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED.\*\*\***
- Cashier's Checks or money orders should be payable to Blue Crab Festival. Mail contract and payment to P.O. Box 1351, Palatka, FL 32178.
- Commercial vendor spaces are 10' frontage x 10' depth. **We reserve the right to limit vendors to 2 spaces, at our discretion.**
- Send 2-4 photos (printed) of your work and one of set up display showing all items to be sold. Use back of application to thoroughly describe work or techniques if necessary. **You may not sell items other than those approved in advance.** The Committee will retain photos. These photos are used to Jury your work, verify your work, determine acceptance and to assign spaces. Even if you have been with us for years, we need pictures.
- Vehicle access to Memorial Drive for set-up is very limited. Access will be available on Thursday from 5:00 pm until 10:00 pm and from after 8:00 am until 4:00 pm on Friday. Set up on Saturday is from 6:00 am until 9:00 am. **No Commercial Vendor vehicles will be allowed on Memorial Drive or in the Riverfront Park during the festival hours.**
- Hours for Commercial Vendors will be as follows: Friday May 26th, 5:00 pm to 8:00 pm; Saturday May 27th, 10:00 am to 8:00 pm; Sunday May 28<sup>th</sup>, 10:00 am to 8:00 pm; Monday, May 29<sup>th</sup>, 10:00 am to 5:00 pm. The event will open at 10:00 am Saturday, Sunday and Monday. All vendors are required to be open during these hours. Entertainment continues until Midnight on Friday, Saturday and Sunday and vendors may choose to remain open after 8:00 pm.
- Equipment teardown may only occur after 5:00 pm on May 29<sup>th</sup>, everything must be removed by 9:00 pm. No early teardowns. **No Vendor vehicles will be permitted in the Festival Area for tear down until 5:00 pm on Monday.** You are responsible for leaving your space clean including removal of trash or other debris. All trash must be placed in the dumpsters.
- Commercial vendor fee is **\$300.00** per space. Full payment must be received with your signed contract.
- Fees are non-refundable once the Festival accepts a vendor. **All Vendors are considered accepted.** Any vendor not accepted will be notified by email and your check will be returned. Once a complete application has been submitted it will be processed.

- You are responsible for collecting and submitting Florida State Sales and Use Tax.
- **Any attempt to sell unapproved items will not be tolerated.** The Festival reserves the right to close down Vendors who have serious violations or lack of professionalism. We reserve the right to cancel or eject any disruptive or fraudulent exhibitors without refunds.
- New to the festival this year is a Hampton Inn located on the riverfront and within the festival. We strongly suggest all vendors book your rooms there. This will give you parking within the festival.
- This contract is NOT assignable or transferable. Only businesses, groups or organizations listed on the application will be permitted to operate or advertise from the location.
- Should you have any questions, email contacts are returned quickly: info@bluecrabfestival.com.
- Everyone that you deal with on the Committee of the Palatka Blue Crab Festival is a volunteer. We are all trying to put on a great Event and to give you the opportunity to make some money. The Festival volunteers assist with this one Festival every year. Abuse of our Volunteers will not be tolerated. Any suggestions that you may have to improve our Festival are welcomed when they are given in a respectful manner.

**Business Name** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
Number & Street City State Zip Code

**Florida Sales Tax Number** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Items to be Sold** \_\_\_\_\_

**Items to be Sold** \_\_\_\_\_

**Description of Your Vehicle** \_\_\_\_\_ **Tag Number and State** \_\_\_\_\_

**How many 10' x 10' Spaces would you like?** \_\_\_\_\_

**Electric Requirements – What are you powering? – please be specific** \_\_\_\_\_

*Enclose \$30.00 Minimum Fee*

**Will you need a Water Hook up** \_\_\_\_\_  
*Enclose Additional \$10.00*

Fee Schedule per 10' x 10' Commercial Vendor and Resale Vendor Space – Memorial Drive Vendor Area:  
 All Vendors : \$300.00

**Total Amount you are enclosing with this Application** \_\_\_\_\_

**SIGNATURE (REQUIRED)** \_\_\_\_\_ **Date** \_\_\_\_\_

*I HAVE READ, UNDERSTAND, AND AGREE TO FOLLOW ALL RULES OF THE BLUE CRAB FESTIVAL*

**SIGNED CONTRACT, PHOTOS OF WORK, AND FULL PAYMENT MUST BE RECEIVED BEFORE APPROVAL IS GRANTED.  
 NO VENDOR IS ACCEPTED UNTIL NOTIFIED BY COMMITTEE. PRIOR PARTICIPATION DOES NOT GUARANTEE ACCEPTANCE.**

**RELEASE**

I do hereby release the BLUE CRAB FESTIVAL COMMITTEE, and the CITY of PALATKA from any and all liability of any kind for any loss or damage or injury of myself, my staff or my merchandise and/or equipment during my participation in the Blue Crab Festival. I further agree to hold harmless, defend and indemnify the BLUE CRAB FESTIVAL COMMITTEE and CITY of PALATKA against all claims, losses, damages or liability of any kind including cost and attorney fees arising out of my participation in the Blue Crab Festival. I have read all the rules governing the Blue Crab Festival and agree to abide by them.

**SIGNATURE (REQUIRED)** \_\_\_\_\_ **Date** \_\_\_\_\_

### **General Information for Commercial Resale Vendors**

Please initial each item in the space provided acknowledging that you have read and understand each point and agree to abide by said listed rules.

\_\_\_\_\_ **1. CERTIFICATE OF INSURANCE**

YOU MUST provide a certificate of General and Product Liability in the amount of \$500,000 naming the CITY of PALATKA AND THE BLUE CRAB FESTIVAL as additional insured. ANY VERBIAGE THAN THAT LISTED AS ADDITIONAL INSURED ALONG WITH THE REQUIRED AMOUNT REQUESTED WILL NOT BE ACCEPTED. If you do not have insurance and wish to purchase our insurance policy, please indicate on the checklist and include an additional \$250.00 with your application to obtain coverage under the festival insurance policy.

\_\_\_\_\_ **2. STORAGE TRAILERS**

The Festival has limited areas for storage trailers. For this reason all storage trailers must have a permit from the Festival. The permits are at no cost to the vendor, but must be applied for with your application. There will be a \$75 charge per trailer to provide electric, if required. YOU MUST HAVE YOUR OWN CORDS AND CONNECTIONS.

\_\_\_\_\_ **3. MOBILE VEHICLES**

DUE TO INSURANCE RESTRICTIONS THERE WILL BE NO MOBILE VENDOR VEHICLES ALLOWED ON FESTIVAL GROUNDS AT ANY TIME; THIS INCLUDES 4-WHEELERS AND GOLF CARTS. However, you may use pushcarts to transport your product.

\_\_\_\_\_ **4. VENDOR VEHICLES**

Vendor vehicles must be removed from the streets prior to the festival start time and are NOT ALLOWED ON THE STREETS DURING THE FESTIVAL HOURS.

\_\_\_\_\_ **5. BREAK DOWN OF BOOTH**

Vendors are not allowed to close their booth before the listed end of show times. Any vendor not in compliance or any vendor who breaks down their booth prior to the end of show on Monday at 5:00 pm will not be eligible to return to the show the following year.

\_\_\_\_\_ **6. BOOTH SIZE**

The size of the booth you are purchasing is 10' x 10'. You will not be permitted to use extra footage other than what is specified on your application.

1. A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.
2. Temporary vender tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.

## APPLICATION FOR ELECTRICAL CONNECTION

All vendors requiring electrical power must complete this application. ALL CONNECTIONS MUST MEET LOCAL CODE AND WILL BE INSPECTED BY LOCAL AUTHORITIES.

Electrical (when available) will be \$30.00. “Please make clear your electrical needs.”

### RULES

1. All connections to Blue Crab Festival electrical power over 20 amps will be done by Festival Electrical Staff. THERE WILL BE NO EXCEPTIONS.
2. All electrical cords shall be 3-wire grounded and pass electrical inspection. Minimum size cord to be connected to Blue Crab Festival power is #12 gauge.
3. Vendors will supply their own extension cords and/pr power cables. If any extra electrical services are needed a licensed electrical contractor will be on location. Material and labor are the responsibility of the vendor.
4. There will be a member of the Blue Crab Festival electrical staff available to make connections or disconnections during the set up times. Any other, times must be arranged.

There will be no power disconnects, over 20 amps, prior to 5:00pm on Monday. Failure to comply with this rule will render you ineligible to return the following year. All electrical panels are locked for safety. Only Blue Crab Festival electrical staff and City of Palatka have permission to remove locks. If electrical power becomes an issue, your equipment is subject to be inspected/tested. The vendor is responsible for any repairs that might be needed. We ask that all cords, cables and water hoses be placed so as not to create trip hazard. Any item crossing a walk path will need to be taped down and covered.

VENDOR NAME \_\_\_\_\_

TYPE OF POWER \_\_\_\_\_

VENDOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_