



Main Street Zephyrhills, Inc.
 5224 Seventh Street
 Zephyrhills, FL 33542
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 Website: www.mainstreetzephyrhills.org

MERCHANDISE VENDOR APPLICATION

Fees are outlined below for vendor spaces with and without electricity. Electricity is \$5.00 per space. Electricity is not to exceed 15 amps. A limited number of spaces providing electricity are available on a first come, first served basis. **VENDORS ARE ENCOURAGED TO BE SELF-CONTAINED AND SUPPLY THEIR OWN POWER SOURCE.**

***** **Application deadline is 2 weeks before an event--first come, first served.** *****

We prefer knowing you are coming as soon as possible so we can prepare the street plan in advance. If you have not received Zephyrhills Fire Marshal Check List, please ask for a copy.

Spaces are 12' X 10'—if using a canopy, please bring weights to tie your tent down in case of high winds or storms. Vendor space prices listed below include 7% sales tax for Pasco County.

Will you be using a tent? ____ Yes or ____ No (Please check one.)

Will customers walk in your booth or will you have a table in front of booth? _____ (Please indicate.)

Check One:

| No Electricity | | Space with Electricity (\$5 additional per space) | |
|---|--|--|--|
| 1 Space - \$50 + \$3.50 tax = \$53.50 | | 1 Space - \$50 + \$3.50 tax + \$5 electricity = \$58.50 | |
| 2 Spaces - \$90 + \$6.30 tax = \$96.30 | | 2 Spaces - \$90 + \$6.30 tax + \$10 electricity = \$106.30 | |
| 3 Spaces - \$125 + \$8.75 tax = \$133.75 | | 3 Spaces - \$125 + \$8.75 tax + \$15 electricity = \$148.75 | |
| 4 Spaces - \$160 + \$11.20 tax = \$171.20 | | 4 Spaces - \$160 + \$11.20 tax + \$20 electricity = \$191.20 | |
| 5 Spaces - \$195 + \$13.65 tax = \$208.65 | | 5 Spaces - \$195 + \$13.65 tax + \$25 electricity = \$233.65 | |

Submit your payment (checks made payable to Main Street Zephyrhills, Inc.) along with this completed, signed application (first 2 pages only, vendors keep the tent/vendor checklist) **AND** a copy of your certificate of insurance (if applicable). If you aren't sure if you need a certificate of insurance, please call our office.

List all merchandise to be sold:

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READ CAREFULLY, YOUR SIGNATURE IS REQUIRED

I have read and understand the Main Street Zephyrhills, Inc., Vendor Rules and Regulations 2010 and will abide by them. I hereby release and forever discharge the City of Zephyrhills, Main Street Zephyrhills, Inc., and/or any of their employees, board members, members or volunteers, and participating and/or sponsoring organizations, from any responsibility, personal liability, loss or damage of any type to person or property during my participation in said event.

| | | | |
|-------------------|--|--------|--|
| Signature: | | Date: | |
| Print Name: | | Phone: | |
| Business Name: | | Cell: | |
| Address: | | Fax: | |
| City, State, Zip: | | Email: | |

NO REFUNDS ❖ NO CARRY-OVERS ❖ NO RAINCHECKS

YOU WILL NOT BE PERMITTED TO TEAR DOWN OR BRING A VEHICLE INTO THE SECURED AREA UNTIL THE END OF THE EVENT!

Main Street Zephyrhills, Inc.
Vendor Rules and Regulations 2010
Times of Events are Subject to Change

Check the event(s) for which this application applies:

| Event | Date | Set-Up Begins | Set-Up Ends* | Event Hours |
|--|--------------------|---------------|--------------|-----------------------|
| Saturday Night Cruise | January 23, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Music & Motorcycles | February 13, 2010 | 1:30 p.m. | 3:30 p.m. | 4:00 p.m. – 9:00 p.m. |
| Saturday Night Cruise | February 27, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Founders Day | March 13, 2010 | 6:30 a.m. | 8:30 a.m. | 9:00 a.m. – 6:00 p.m. |
| Saturday Night Cruise | March 27, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Music & Motorcycles | April 10, 2010 | 1:30 p.m. | 3:30 p.m. | 4:00 p.m. – 9:00 p.m. |
| Saturday Night Cruise | April 24, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Saturday Night Cruise | May 22, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Saturday Night Cruise | June 26, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Saturday Night Cruise | July 24, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| National Night Out (Date Subject to change) | August 3, 2010 | 4:00 p.m. | 6:00 p.m. | 6:00 p.m. – 9:00 pm. |
| Saturday Night Cruise | August 28, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Music & Motorcycles | September 11, 2010 | 1:30 p.m. | 3:30 p.m. | 4:00 p.m. – 9:00 p.m. |
| Saturday Night Cruise | September 25, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Halloween Howl | October 23, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 9:00 p.m. |
| Saturday Night Cruise | October 23, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 9:00 p.m. |
| Music & Motorcycles/ Veterans' Celebration | November 13, 2010 | 11:00 a.m. | 1:30 p.m. | 2:00 p.m. – 9:00 p.m. |
| Saturday Night Cruise | November 27, 2010 | 2:00 p.m. | 3:30 p.m. | 4:00 p.m. – 8:00 p.m. |
| Festival of Lights | December 4, 2010 | 11:00 a.m. | 2:00 p.m. | 2:00 p.m. – 9:00 p.m. |

*All set-up vehicles must be removed from the street by this time.

1. Please unpack your car, park, and then set up your booth. Keep your car to the "side" while unpacking so others can get through to their assigned space.
2. On your application you must list all items/products you plan to sell. If you plan to add a new item or product, it must be submitted for approval at least one week prior to each event.
3. Submission of application and payment does not guarantee approval or eligibility. If your application is not accepted, your payment will be returned to you.
4. Your application must be accompanied by a photo of your booth design/set up and your check for the appropriate amount.
5. Applications will be dated and the locations will be awarded to earliest applicants first. Consideration will be made for repeat vendors who meet all requirements.
6. Vendors are not allowed to obstruct the view or adversely affect the display of other vendors.
7. YOU WILL NOT BE PERMITTED TO TEAR DOWN OR BRING YOUR VEHICLE BACK INTO THE SECURED AREA UNTIL THE END OF THE EVENT.
8. Vendor displays MUST stay in designated space. This includes display racks, tables, etc. If you exceed you're allotted space this will result in extra fees based upon the actual frontage used. Items, tables or racks cannot extend more than 10' into the street. Spaces are 12' X 10'.
9. Assigned spaces are NOT negotiable. While it is impossible to set up the site plan to suit everyone, we do try our best. If you do not like your assigned space you are welcome to withdraw your participation, however, there will be no refunds.
10. All Main Street Zephyrhills, Inc. events are family oriented. We will not permit vendors to sell items that are offensive or obscene. All merchandise must be acceptable for children under the age of 18 to view.
11. Any vendor and/or their employees using vulgar or obscene language will be asked to leave and the vendor will be removed from our vendor list for future events. Again, this event is attended by many families with young children and we strive to keep it "family oriented."
12. All vendors must leave their location clean of trash and debris.
13. Main Street Zephyrhills, Inc. will provide a booth space, but please bring your own table, chairs and canopy if needed.
14. Each Vendor is responsible for own sales tax.

The undersigned agrees that they have read and understand the "Rules and Regulations" set forth for this event and agrees to comply as described. The undersigned also understands failure to comply will result in a direct order to vacate the event. I certify that I have fully read the above "Rules and Regulations" and agree to abide by all of the terms and conditions.

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

*****Please contact the Main Street office for Hotel Discounts.*****

TENT/VENDOR CHECKLIST

The authority having jurisdiction (AHJ) shall be permitted to regulate all outdoor events such as carnivals and fairs (downtown events) as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property. (NFPA 1, Section 10.16.2)

Event coordinator(s) shall provide the vendors a checklist of what is expected of them at the event. However, individual vendors within the special event shall be held responsible for their individual vending space. Those that do not comply with the guidelines of this checklist for their vending arrangement are subject to immediate denial within participation of the permitted event.

- _____ Plot plan showing setup. If part of an overall event, this shall be supplied by the event coordinator.
- _____ Notarized letter from property owner stating their approval.
- _____ Proof of liability insurance.
- _____ If tent is greater than 10' x 10', flame retardant certification is required. If multiple 10' x 10' tents are placed together to create one large space under canopy, then a flame retardant certification shall be required on all tents.
- _____ No smoking signs must be placed outside entrances.
- _____ If there is to be wire fencing or chain link fencing, this fence shall be set back from the tent at least 5 feet and have at least 2 exits.
- _____ If tent has sides, the sides shall be in the up position unless there is inclement weather, than 2 sides must be in the up position.
- _____ Adjacent tents shall be spaced a minimum of five (5) feet to provide an area to be used as a means of emergency egress. If stake lines are used to secure the tent, than the five (5) feet shall be measured from the stake line.
- _____ The ground enclosed by any tent and ground not less than 120" outside the tent shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment.
- _____ If lighting is installed in tent, it shall be in the way that bulbs are not in direct contact with the tent. Bulb/lamp cages shall be used.
- _____ If power is supplied by generator, generator shall be a minimum of 5 feet from the tent and shall be isolated from contact with the public by either physical guards, fencing, or an enclosure. Fuel containers shall not be stored within close proximity of any ignition source.
- _____ Any extension cords used shall be placed or positioned to not cause a trip/fall hazard.
- _____ A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided. (See note at bottom)
- _____ If an LP (propane) tank is used by the vendor it shall be positioned outside the footprint of the tent.

If cooking is involved:

- _____ A minimum of one Class K portable fire extinguisher shall be provided for each concession stand that utilizes vegetable or animal grease cooking oils or any other process that produces grease laden vapors. (See note at bottom.)
- _____ Concession stands utilized for cooking shall have a minimum of 10 ft (3 m) of clearance on two sides and shall not be located within 10 ft (3 m) of amusement rides or devices.
- _____ If cooking is taking place under **any** tent, a flame retardant certification is required.
- _____ Any appliance used for cooking that utilizes a vent, that appliance shall be positioned to vent outside the tent.
- _____ Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with this standard unless all or part of the installation is exempted by the AHJ. (NFPA 1, Section 50.2.9)

NOTE: State of Florida requires all extinguishers to be certified by an authorized and licensed fire extinguisher company.