



Special Event Vendor Guidelines

1. Vendors will not be allowed in the parks or to set up in the city outside of a special event without prior approval from code enforcement.
2. The vendor agrees to comply with all laws governing the responsibility of an employer with respect to persons it employs.
3. The vendor and its employees shall exercise courtesy and consideration in dealing with the public.
4. Vendors must provide a list of featured sale items along with pricing to the City of Crystal River prior to the each event.
5. No vendor must stick any object into the ground on city property without prior approval from No Cuts and the City of Crystal River's permission.
6. The vendor's facilities and premises may be inspected at any time by authorized representatives of the Division or by any other State, County, or municipal officer or agency having responsibilities for inspection of such operations. The vendor shall undertake immediately the correction of any deficiency cited by such inspectors.
7. Vendors are responsible for disposal of trash related to set up, break down and general operation of space. City of Crystal River will provide trash receptacles for attendee trash.
8. Parking passes for vendors will be determined for each event. Any extra parking for trailers or large vehicles will need to be arranged prior to each event.
9. Booth space set up must be complete no later than 1 hour prior to event start time.
10. The City of Crystal River is not responsible for any injury sustained by vendors, their personnel or guests.
11. Participating food vendors must comply with the rules and regulations of the State of Florida Health Department and other governmental agency with jurisdiction over the City of Crystal River.
12. Vendors are encouraged to use recyclable disposal items whenever possible.
13. All vendors are authorized one banner over their space and one "menu" board in front of their booth. Any additional signage will need to be approved by the City of Crystal River.
14. All power requirements must be predetermined with the City of Crystal River prior to each event. Any additional on site requirements may incur an additional charge.

15. All extension cords must be supplied by vendors and must be concealed as to not be a tripping hazard. Cords deemed as tripping hazards will be removed.
16. All vehicles must be removed from event area 2 hours prior to event start time, NO EXCEPTIONS.
17. No vendors will be allowed access to the event area prior to set-up time. Any vendors requesting to do so must have permission from the Special Events Coordinator prior to the event.
18. Removal of any city property, including fencing, is grounds for ejection from the event. All vendor fees paid will not be returned due to ejection from event for this reason.
19. The City of Crystal River reserves the right to allow as many vendors in each category as they deem necessary for each event.
20. City of Crystal River events are non-smoking events. Smoking areas will be provided throughout the event. No vendor is to smoke in or around their booth space. Doing so may result in ejection from the event.
21. Parking on grassy areas is prohibited unless otherwise noted.
22. All vendors must remain set up and open until the close of the event. In the case of inclement weather, you will be notified by City staff if the event will shut down early.
23. Any dumping of oil, grease, or other products will be grounds for ejection.
24. Detailed instructions for each event will be sent out the week of the event by the special events coordinator and supersede these guidelines.

Abiding by the above rules will provide a safe and comfortable environment for all involved and we appreciate the cooperation.



City of Crystal River Special Event Vendor Application

Business Name			
Business Type			
Owner(s) Name			
Address			
Business Phone		Cell Phone	
Email Address		Business Website	
Menu Items (Sample)			

Vendor Space Requested (i.e. food truck, 10x10, 30 ft.)	
Power must be self-supplied with a quiet generator	

Insurance Provider	
Policy Number	

City use only

- Certificate of Insurance Liability *(City listed as additionally insured)*
- Food Handlers License
- Photo of Vendor Set Up
- DBPR License

All documents, including this application must be submitted together either in-person, via mail or email. If documents are emailed they must be merged as one adobe acrobat file. Any applications submitted any other way or incomplete will be returned. Please

submit applications to:
Office of Special Events
123 NW Highway 19
Crystal River, FL 34428
lbollin@crystalriverfl.org

I have read and understand the City of Crystal River Special Event Vendor procedures and agree to comply with said procedures as stated.

Vendor

Date

City of Crystal River Representative

Date