



Kings Bay Pirate Fest Vendor Guidelines

1. The vendor agrees to comply with all laws governing the responsibility of an employer with respect to persons it employs.
2. The vendor and its employees shall exercise courtesy and consideration in dealing with the public.
3. The City of Crystal River is not responsible for any injury sustained by vendors, their personnel or guests.
4. 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.
5. 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.
6. Vendors must provide a list of featured sale items along with pricing to the City of Crystal River prior to the each event.
7. The City of Crystal River reserves the right to allow as many vendors in each category as they deem necessary for each event. Exclusivity is not guaranteed to any vendor under any category.
8. **No use of the Kings Bay Pirate Fest name or logo will be permitted without previous approval and agreement with the events committee.** Any items found within the event with the name or logo without prior approval will be removed and returned to the vendor at a later date.
9. 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.
10. 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 or any other reason.
11. 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 only. Vendor trash will need to be removed by the vendor at the end of the event, not dumped in City dumpsters.

12. Vendors are encouraged to use recyclable disposal items whenever possible.
13. Any dumping of oil, grease, or other products will be grounds for ejection and/or banishment from future events.
14. All vehicles must be removed from event area 2 hours prior to event start time, NO EXCEPTIONS.
15. Parking passes for vendors will be determined before the event. Any extra parking for trailers or large vehicles will need to be arranged prior to each event.
16. No vendors will be allowed access to the event area prior to the established set-up time. Any vendors requesting to do so must have permission from the Special Events Coordinator prior to the event.
17. Overnight parking or day-before set-up will not be permitted unless previously arranged with the Special Events Coordinator and is not likely.
18. Parking on grassy areas is prohibited unless otherwise noted.
19. Booth space set up must be complete no later than 1 hour prior to event start time.
20. 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.
21. 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.
22. 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.
23. City of Crystal River events are non-smoking events. No vendor is to smoke in or around their booth space, doing so may result in ejection from the event.
24. 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.
25. Detailed instructions for each event will be sent out the week of the event by the special events coordinator and supersedes these guidelines.

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



Date Received:

Official Use Only

<input type="checkbox"/> Entered	<input type="checkbox"/> Paid
<input type="checkbox"/> Confirmed	<input type="checkbox"/> Docs
<input type="checkbox"/> Receipt Request	

Cash Check # _____ MO # _____



Kings Bay Pirate Fest
Saturday, May 20, 2017



Vendor Application

Past Pirate Fest Vendor New Pirate Fest Vendor

Business/Organization _____

Business Description _____

Name of Contact _____

Title of Contact _____

Address _____

Phone Number (cell) _____

E-mail _____

Number of Employees _____

Vendor Category	<input checked="" type="checkbox"/>	Booth Space	Price	Additions	Price	<input checked="" type="checkbox"/>
<i>Please check one</i>				<i>Please check if requested</i>		
Non-profit informational		10x10	\$15	10x10(add'l)	\$25	
Non-profit fundraising*		10x10	\$25	Power*	\$25	
Arts/Crafts Vendor*		10x10	\$35	Water*	\$25	
Business informational		10x10	\$50	*only available to food vendors.		
Business on-site sales*		10x10	\$100	This is a request only and may be		
Food Vendor*		10x20/Food Truck	\$125	denied based on availability.		
Total				\$		

I have reviewed, understand and accept the Kings Bay Pirate Fest Vendor Guidelines. I understand that if I do not adhere to these guidelines I may be dismissed from the Kings Bay Pirate Fest at any time and my vendor fee is non-refundable.

Vendor Signature

Items requesting to sell <i>(must be listed and approved)</i>	Amount
Example: Hot Dogs	\$3.00
<p><i>Please attach a separate sheet if more space is needed. No items may be sold with the Kings Bay Pirate Fest name or logo without an explicit written agreement and approval from the events committee prior to the event. This agreement may or may not include the Kings Bay Pirate Fest committee collecting a portion of sales made off of products with KBPF logo and/or name. Any items sold without this agreement will be confiscated at the event and returned to the owner at a later date.</i></p>	

Applications will only be accepted if submitted in the following ways:

1. In person to Leslie Bollin at Crystal River City Hall between the hours of 10:00am-2:00pm only. Applications cannot be accepted by any other members of City of Crystal River staff. If you need alternate hours, you must make prior arrangements with Leslie Bollin, Special Events Coordinator.
2. E-mailed to lbollin@crystalriverfl.org
3. Mailed to
 Crystal River City Hall
 Attn: Leslie Bollin
 123 NW Highway 19
 Crystal River, FL 34428
 Payments must be submitted with application for all new Kings Bay Pirate Fest Vendors.

Official Use Only	
<u>Vendor</u>	Conditions/Notes: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____
<u>Vending Items</u>	_____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____
