



The Christmas Tree Lighting Festival @  
 First Friday  
 Friday, December 1, 2023  
 5:00-9:00 pm



Vendor Name \_\_\_\_\_

Vendor Description \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_

Items for Sale (Add separate sheet if necessary) \_\_\_\_\_

Vendor Category	<input checked="" type="checkbox"/>	Booth Space	Price
<i>Please check one</i>			
Non-profit	<input type="checkbox"/>	10x10	\$35
Business (including arts & crafts)	<input type="checkbox"/>	10x10	\$75
Food Vendor- Small	<input type="checkbox"/>	10x10	\$125
Food Vendor- Large	<input type="checkbox"/>	Food Truck (10x20)	\$175
Additional 10x10 Space	<input type="checkbox"/>	10x10	\$50
<b>Total</b>		<b>\$</b>	
Trailer during setup	<input type="checkbox"/>	Please indicate by checking the box	

**Generators- Food Vendors**

If you will be utilizing a generator at the event you will be required to have a unit certified for less than 70 decibels. Indicate by signing below that you understand the requirement.

## Submission Guidelines

Applications will only be accepted with payment and can be submitted in an envelope with your business name on the front to the Welcome Center at 915 North Suncoast Blvd. Crystal River or mailed to:

City of Crystal River c/o Leslie Bollin 123 NW Hwy 19 Crystal River, FL 34428.

Cash (exact change), check or money order only. Checks made payable to City of Crystal River. Full vendor instructions will go out via email 2-3 days prior to the event. See vendor instructions and guidelines on the back. Applications accepted until **November 13<sup>th</sup>** or until full.

*Applications submitted without following the above guidelines will not be accepted, no exceptions.*

Official Use Only		
<input type="checkbox"/> Entered <input type="checkbox"/> Confirmed <input type="checkbox"/> Paid <input type="checkbox"/> Supp Docs	<u>Notes</u> <hr/> <hr/> <hr/>	<u>Payment</u> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <hr/>

## Christmas Tree Lighting Festival Vendor Agreement & Guidelines

*By submitting your application for the event, you are agreeing to the following terms, as well as the City of Crystal River Events and Marketing Department general vendor guidelines, found on our website.*

1. Some vendor spaces for this event are not accessible by vehicle. Walking your product and setup into the event may be necessary. If you are physically unable to do so, please do not apply.
2. All items you are requesting to sell must be listed on the application. City staff reserve the right to ask you to remove items that are offensive or as they see fit for the good of the event.
3. New vendors must provide pictures of products and booth space with application.
4. Vendor acceptance or denial is at the sole discretion of the department director for any reason.
5. Some vendor categories fill quickly, your application and payment will be returned if you are denied entry for any reason to the address listed on the application.
6. Vendor categories will be duplicated for this event. Exclusivity is never guaranteed but is considered for direct sale companies (Scentsy, LuLaRoe, etc.)
7. Food Vendors- Small food vendors are given a 10x10 space, large food vendors are given a 10x20 space. If you require extra space, you must purchase it.
8. Electricity is not available for this event. Power must be self-sufficient.
9. If using a generator, you must sign the agreement to verify that your generator is certified for less than 70 decibels. Generators must be contained within vendor space.
10. Generators are only permitted for food vendors. Any other vendors requesting use of a generator must have permission from the department director.
11. Booths should relate to the theme (Christmas) each year. This may be in décor, food choices, activities, costume, etc.
12. Self-contained booth lighting is recommended for this nighttime event.
13. Vendors must arrive within setup times assigned the week of the event.
14. No vehicles, under any circumstances, will remain in the event area.
15. Only 1 car per vendor will be admitted into the event during set up.
16. No vendor placement is guaranteed. Placement is fluid and will change based on the day-of setup.
17. During set up time, vendors must pull their vehicle into their assigned spot and unload their product. Vehicles then must be moved to the vendor parking location for the duration of setup. Your vehicle cannot impede into any space but your own during setup.
18. If you are bringing a trailer, you must indicate that your application and placement will be done based on the accessibility of the trailer.
19. Vendors must dispose of their own trash or take it with them.
20. Vendors must provide their own water.
21. Vendors must stay for the duration of the event; event is rain or shine. Please plan accordingly if your product is sensitive to water.
22. Running extension cords outside of your vendor space is not allowed.
23. This is a non-smoking event. Smoking is prohibited during the event and during setup.
24. Final instructions will go out a few days prior to the event. The department director is out of the office most of the week of the event, please email or text only.

Please retain this page for your records. **DO NOT RETURN WITH APPLICATION.**