

# HEART OF FLORIDA ASIAN FESTIVAL



## FOOD AND CRAFT VENDOR RULES WITH APPLICATION

**THE HEART OF FLORIDA ASIAN FESTIVAL**  
Saturday October 23<sup>rd</sup> and Sunday October 24<sup>th</sup>, 12-6 PM  
PLEASE NOTE THE FESTIVAL IS TWO DAYS THIS YEAR

The City of Gainesville, Florida is accepting applications for the Heart of Florida Asian Festival 2010 on October 23 and October 24 at The Thomas Center in Gainesville.

**WE DO NOT PROVIDE TABLES AND CHAIRS. WE HAVE A LIMITED NUMBER OF TABLES AND CHAIRS AVAILABLE FOR RENTAL ON A FIRST COME, FIRST SERVED BASIS. THE COST IS \$20.00 PER TABLE (FOR TWO DAYS) AND \$10.00 PER CHAIR (FOR TWO DAYS). VENDORS MUST BRING THEIR OWN POP-UP TENTS. WE DO NOT HAVE TENTS AVAILABLE FOR RENTAL.**

### **EVENT RULES:**

Submittal of an application does not guarantee acceptance into the event. Applications are approved based on event needs, space availability, and product duplication. The City of Gainesville does not guarantee exclusivity for vendors and space is assigned by the festival director. All decisions are at the discretion of the City and all applications and fees must be returned no later than August 31, 2010.

### **VENDOR FEES AND SPACE:**

**CRAFT/CULTURAL/NON-PROFIT:** Each space is 10 x 10. Vendors exceeding this area must purchase additional spaces. We do not provide electricity. The fees (for two days) are:

Craft and Cultural: **\$100.00**

Non-Profit: **\$75.00**

Vendors may only sell those items listed on the application form and approved by the City.

**FOOD:** Each space is 10 x 20. Vendor exceeding this area must purchase additional spaces. We provide ONE 120 volt outlet per vendor, with additional charge.

Food: **\$125.00** plus **\$15.00** electricity charge for a total of \$140.00.

You must provide your own fire extinguisher and means to wash utensils and hands.

Only approved foods as listed on the application may be sold, and vendors must provide proof of insurance to the City of Gainesville along with the application or the application will be held until such proof is received.

Vendors retain all proceeds from sales; however, vendors are responsible for collecting and paying Florida State sales tax.

ALL VENDORS are responsible for providing their own supplies, including but not limited to fire extinguishers, trash cans, trash bags, extension cords, power strips, etc. Vendors are responsible for

maintaining their booth and its surrounding areas. There is no dumping of cooking grease or oil on event site; a vendor so doing must bear the cost of the clean-up.

**COMMITMENT:**

Your completed application with fee is commitment to participate in the event. The vendor listed on the application must be present for the entire event.

**FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
INSPECTION:**

All food vendors must follow the rules set forth in the **Guidelines for Temporary Events** produced by the Florida Department of Business and Professional Regulations, Division of Hotels and Restaurants. Food vendors that do not have an annual license must be prepared to apply for and purchase a license on-site in the event of inspection. The fee is \$91.00 and it must be paid in cash. Food vendors who hold an annual license must bring it to the festival as proof for the inspector.

**SET-UP AND TEAR DOWN:** We are on site beginning at 6 AM. You must be set up by 10:30 AM and ready to start serving or selling. Our experience shows that vendors begin selling as early as 10 AM. Vendors **must not tear down or leave the event prior to the close of the event** without permission from the festival director. If you run out of food, please contact the director immediately. After unloading and setting up, vehicles must be moved to the parking area.

Booths must be open and maintained for the entire duration of the event.

**PHOTOGRAPHS:** All vendors who are new to the festival must submit photos of both their booth and their food to [ballarddg@cityofgainesville.org](mailto:ballarddg@cityofgainesville.org) at the time application is made.

**CERTIFICATE OF LIABILITY FOR FOOD VENDORS:** All food vendors must provide evidence of insurance to be submitted with application. We are unable to accept applications without insurance.

**GENERAL:** Vendors may not leave their booth for the purpose of attracting customers. Vendors are responsible for the maintenance and cleaning of their booths. Failure to follow the rules will result in exclusion from this and future events.

**DETAILED LIST OF FOOD, BEVERAGE, AND MERCHANDISE:**

In addition to the basic application, vendors must complete a schedule of items to be sold. At the event, the festival director **reserves the right to prohibit the sale of any products not deemed acceptable or those that were not listed on the original schedule.**

**THE HEART OF FLORIDA ASIAN FESTIVAL**  
**Vendor Contract and Application**

*Please type or print legibly.*

Vendor/applicant name: \_\_\_\_\_

Company or organization name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you have a license to sell food in the State of Florida?  Yes  No

Total fee enclosed: \_\_\_\_\_

Check Number: \_\_\_\_\_

Money Order or Cashier's Check Number: \_\_\_\_\_

**BOOTH DESCRIPTION:**

Total area (please note this must include goods you intend to sell outside your tent): \_\_\_\_\_

Concession trailer area, including tongue and awnings: \_\_\_\_\_

**MERCHANDISE, FOOD, BEVERAGE:**

Please provide a list of those items you plan to sell at the event.

ITEM	DESCRIPTION


**GENERAL RELEASE:**

The undersigned, individually or as representative of a company or organization, in consideration for the City of Gainesville’s permission to attend the Heart of Florida Asian Festival, does hereby discharge, release, indemnify and hold harmless the City of Gainesville, its employees, agents, and officers and all other sponsoring organizations, from all manner of actions, suits, damages, and claims whatsoever resulting from any loss or damage to the person or property of the undersigned and the undersigned’s employees, volunteers, representatives or agents while in possession of the vendor space or participating in the Heart of Florida Asian Festival.

I understand that, if accepted into the event, my booth fee shall not be refunded unless the event itself does not take place.

**I HAVE READ ALL THE RULES PERTAINING TO THIS APPLICATION/CONTRACT AND AGREE TO ABIDE BY THEM.**

**Signature of Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All fees are payable to: The City of Gainesville**  
**Please memo your check as: Heart of Florida Asian Festival**

**Please return completed applications and certificate of insurance to:**

**The City of Gainesville**  
**Dept. of Parks, Recreation and Cultural Affairs**  
**ATTN: DAVID BALLARD**  
**Station 30, P. O. Box 490**  
**Gainesville, FL 32602-0490**