



Monthly, Every Third Friday of the Month 6:00-9:00 PM (exception for February & April due to holidays)

Vendor Fee \$30

Main Street Members/ Non-Profit /Churches/Schools \$10

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

What will you be vending or what activity will be taking place in your space?

\_\_\_\_\_

Month/Year Applying For \_\_\_\_\_ Number of spaces needed: \_\_\_\_\_

Electricity additional \$10.00 : \_\_\_\_\_ Total: \_\_\_\_\_ \*\*Add \$3.00 for credit card transaction

Participation in the Friday Fest is by application. Once we receive the application and you are approved, we will notify you by e-mail. Applications are required each month. Space is limited for this event and is first come first serve basis. We can not guarantee locations, but try our best to accommodate.

As a Friday Fest Vendor, you agree to the following rules and procedures. Violation of these rules and procedures may result in dismissal from Friday Fest.

- **RULES:** • ALL spaces are 10' x 10'. If a vendor wishes to use a canopy, it must be flame retardant.
- Vendors must provide their own tents, tie-downs, tables, chairs, dollies, non-electrical lighting or power source and other operational equipment as needed. No pets allowed other than ADA service animals.
- Vendors are responsible for collecting and paying their own Florida Sales Tax
- There will be NO REFUNDS for any reason. This includes, but is not limited to, any cancellations, weather problems, and removal from the event for cause, or act of nature.
- Applications will be approved or denied based on event needs, space availability and/or number of duplicated products. The submittal of an application does not guarantee acceptance into any event. All decisions are at the discretion of Main Street Bartow, Inc.
- No exclusive event spaces are available unless deemed necessary to the event by Main Street Bartow Inc.
- The event time is 6-9pm. Vendors are expected to stay for the full 3 hours except when there is inclement weather.
- No vehicles are allowed inside the event perimeter until 9pm.
- After unloading, and before setting up, vehicles should be moved to appropriate parking areas.
- Additional products or substitutions may not be offered for sale without prior approval.
  - Must keep everything within vendor space. No signs or boards in the middle of the street or walkways



#### **SET UP PROCEDURES:**

- Check in at the beverage tent located on the corner of Main and Central, event staff will show you to your designated space.
- If you are setting up prior to 5pm and before the streets are closed, you must pull out of the lane of traffic to unload your vehicle. Unload your materials to the sidewalk adjacent to your space and move your vehicle to a designated parking area.
- No tents, tables, etc. may be placed in the parking space (your exhibit space) prior to 5pm.
- If an exhibitor moves a barricade, he/she must place the barricade back into position.
- Exhibitors MAY NOT enter the event perimeter with a vehicle after 6pm and all vehicles must be removed by 6pm.

#### **BREAK DOWN PROCEDURES:**

- Vendors are expected to stay for the full duration of the event, except in inclement weather.
- No vehicles may enter the event perimeter prior to 9pm.
- Exhibits must be fully broken down and ready to pack in the vehicle prior to the vehicle entering the event perimeter.

**!! PAYMENT IS DUE PRIOR TO EVENT !!** Cash, Checks, Credit Card or money orders accepted. Make checks payable to Main Street Bartow, Inc. Any credit card payments will have a \$3.00 transaction fee added to total and will be invoiced by Square via email.

Return both application pages along with payment to Main Street Bartow, Inc. (P.O. Box 1351, Bartow 33831 or 180 S. Central Ave. Bartow 33830) email to Kristin@mainstreetbartowfl.com

By signing this application, I acknowledge I have read and understand the rules and regulations set forth by Main Street Bartow, Inc. and I agree to commit and abide by them. I understand that if approved as a vendor this application becomes your CONTRACT. I understand that failure to comply may result in forfeiture of booth space(s) and fee(s). By signing this agreement, each purveyor of a market product agrees that they possess the regulatory licensees, permits, inspections, tax documents etc. which may be required by local and state agencies. It is the sole responsibility of the individual vendor to obtain such documentation, as Main Street Bartow, Inc. is unable to provide advice or information regarding regulatory issues.

Print Vendor's Name \_\_\_\_\_ Vendor's Signature \_\_\_\_\_  
Signature Date \_\_\_\_\_

**Liability Waiver:** By Signing this Liability Waiver you do not hold Main Street Bartow, Inc. or The City of Bartow responsible/liable for your actions and or property damage/bodily injury caused by your booth/participation.

**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 Bartow Staff:**

**Linda Holcomb - Executive Director (863) 944-4915**

**Kristin Shuff – Executive Assistant (863) 860-1883**