



**2024
VENDOR APPLICATION &
CONTRACT**

Event Date: February 17, 2024



Rules & Regulations – Initial Next to Each Item (or N/A)

- _____ Vendor fees vary depending on items sold. ALL spaces are 10’ x 10’
- _____ Vendors are responsible for collecting and paying their own Florida Sales Tax
- _____ Vendors will not give away food or beverage items unless items are pre-approved by Main Street Bartow, Inc.
- _____ 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 amount 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.
- _____ If a vendor wishes to use a canopy, it must be flame retardant. They must also use a self-contained trailer. Pushcarts, umbrella stands, display tables and strolling vendors must be pre-approved. Vendors must provide their own tents, tables, chairs, dollies, non-electrical lighting and other operational equipment as needed. No pets allowed other than ADA service animals.
- _____ Failure to abide by Main Street Bartow, Inc. and City of Bartow rules and regulations will result in removal from event and vendor fees will be forfeited.
- _____ Vendors ARE NOT permitted to take down their booth early unless given permission by Main Street Bartow, Inc. Taking down early will result in not being permitted to vend at future Main Street Bartow events.
- _____ Electricity is available for \$20.00 per outlet. (One outlet allowed per space rental) Electricity is not to exceed 15 amps. A limited number of spaces providing electricity are available on a first come, first served basis. ***VENDORS ARE ENCOURAGED TO BE SELF-CONTAINED AND SUPPLY THEIR OWN POWER SOURCE***
- _____ ***STATE REQUIREMENTS:*** Food vendors must follow the rules as set forth in the Guidelines for Temporary Events produced by Florida Department of Business and Professional Regulations Division of Hotels and Restaurants. For a copy of the guidelines, please contact 850-487-1395 Non-profit organizations are exempt from this fee but must meet all other requirements and present proper 501 (c)3 credentials. The responsibility to meet these requirements rests solely with the food vendor. Failure to meet the requirements will lead to removal from the event with no refund.

Submit, with this form, the following *as applicable*: A copy of your Sales Tax Certificate (if selling items), a copy of your certificate of insurance, Annual Food Permit or Mobile Food Vendors License, and IRS letter of determination for 501 (c)3 organizations.

Vendor acceptance is at the discretion of Main Street Bartow Promotions Committee *****
Application deadline is February 1, 2024

Cash, credit cards, checks, or money orders accepted. Make checks payable to Main Street Bartow, Inc.
MAIN STREET BARTOW, INC.

P.O. Box 1351, Bartow, FL 33831 P: (863) 519-0508 F: (863) 519-0509 SyFyBartow@gmail.com or 863-370-2709

2024 VENDOR APPLICATION & CONTRACT

**Event Date: February 17, 2024
11AM – 6PM**



Name: _____ Phone: _____

Company Name: _____ Email: _____

Address: _____ City: _____ Zip: _____

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

VENDOR RATES: \$75 for 10x10 space + \$75 each additional space

Number of spaces needed: _____ Electricity? _____ (\$20/outlet)

TOTAL DUE: \$ _____

Payment details on 2nd page.

Credit card payments will be assessed an additional \$3.

APPLICATION CHECKLIST

VENDOR APPLICATION and CONTRACT Main Street – Downtown Bartow

- _____ List what will you be selling or what activity will be taking place in your space?
- _____ INSURANCE: Certificate of Insurance naming Main Street Bartow, Inc. and City of Bartow as additional insured will be required of all food and amusement vendors (requirement will be at the discretion of Main Street Bartow, Inc. based on the activities planned within each vendor location as outlined on the form). Main Street Bartow, Inc. suggests that all other vendors carry their own liability insurance.
- _____ Copy of Annual Food Permit or Mobile Food Vendors License (Food Vendors Only)
- _____ Copy of IRS letter of determination for 501 (c)3 organizations. (Non-Profits Only)
- _____ Initialed items on application page 1
- _____ Signed application page 2
- _____ Signed Liability Waiver page 2
- _____ Vendor Fee - Cash, checks, or money orders accepted. Make checks payable to Main Street Bartow, Inc.
- _____ Return both application pages along with payment to syfybartow@gmail.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 form, it will serve as a LIABILITY WAIVER and you will 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 participation.

Printed Name of Authorized Agent

Signature of Authorized Agent

Date

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!