



# 2018 VENDOR APPLICATION

VENDOR BUSINESS NAME: \_\_\_\_\_

OWNER/MANAGER NAME: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

DESCRIPTION OF SERVICE OR PRODUCT (Includes giveaways): \_\_\_\_\_

HOW DID YOU HEAR ABOUT US?: \_\_\_\_\_

## 2018 EUSTIS EVENT LINEUP

### 2018 PREMIER VENDOR PACKAGE

Includes all 15 dates below and "CHOOSE YOUR SPOT" at a



ALA CARTE:

	QUANTITY	COST*	SUBTOTAL
JAN 5	_____	\$35	_____
FEB 2	_____	\$35	_____
MARCH 2	_____	\$35	_____
APRIL 6	_____	\$35	_____
MAY 4	_____	\$35	_____
JUNE 1	_____	\$35	_____
<b>JULY 1<sup>ST</sup></b> Eustis Hometown Celebration	_____	<b>\$60</b>	_____
JULY 6	_____	\$35	_____
AUG 3	_____	\$35	_____
SEPT 7	_____	\$35	_____
OCT 5	_____	\$35	_____
FALL FESTIVAL (10/27)**	_____	\$35	_____
NOV 2	_____	\$35	_____
LIGHT-UP EUSTIS (11/23)	_____	\$60	_____
DEC 7	_____	\$35	_____

\*Pricing is for a 10'x10' area.

\*\* July 1 and Fall Festival are in Ferran Park

TOTAL DUE: \_\_\_\_\_

## SPECIFIC REQUIREMENTS

**Tent/Trailer Information:** I have a:  Tent  Tent & Trailer  Truck

**Trailer/Truck Measurement:** \_\_\_\_\_

(must include trailer tongue)

**Food Trucks:** I sell out of the:  Passenger Side  Driver Side  Rear

**Electricity (please check one):** I need a:  110/20AMPS max  220/50 (limited)  
All vendors will receive **ONE** outlet per space.

## RULES & REGULATIONS

**PAYMENT:** Payment by cash, check or credit card is due upon signing of this agreement. Vendor space is limited, and applications will be accepted on a first-paid basis. The total cost for a space is payable by cash, credit card or check to The City of Eustis.

**REFER A VENDOR INCENTIVE:** When you refer a new vendor who submits an application along with payment in-full, you will receive a \$35.00 credit towards a future First Friday Street Party.

**CANCELLATIONS / REFUNDS / CREDITS:** Should the City of Eustis cancel the event, any registration fees will be rolled as credits into future First Friday vendor opportunities. **THERE ARE NO REFUNDS.** Any and all credits must be used within a 6 month period of being applied. The only exception are Premier Vendors who have paid the entire year in-full.

**SPACE:** Vendor displays must stay within designated square footage of space requested. This includes display racks, tables, awnings, trailer tongue, tie downs, etc. You should bring your own tent (suggested but not required) and table with chairs. Booth assignments will be provided at check in. Space assignments will **NOT** be given out before check-in.

**ELECTRICITY:** All vendors will receive one outlet per space.

**INSURANCE:** All food vendors and vendors who sell the following must provide a certificate of insurance with the City of Eustis listed as an additionally insured: Power equipment, medical health products or services, prescription glasses, etc.

**PROHIBITED ITEMS:** Excluding firearms and ammunition, vendors are prohibited from selling, exhibiting, displaying or promoting any type of merchandise or service that may have implicit or explicit content of violence or obscenity (visual or verbal). Excluding firearms and ammunition, no weapons may be displayed nor sold including but not limited to knives, pepper spray, swords, martial arts weapons, etc.

**SAFETY:** All food vendors are required to have an approved fire extinguisher in their booth. Any tent over 120 square feet shall be labeled as fire-retardant. Fire extinguishers must be appropriate for the content of the exhibition space (proper A, B, C, and/or K ratings). A fire inspection will be performed prior to the event opening.

**RELEASE:** I consent to be photographed, videotaped and/or otherwise recorded by the City of Eustis. I grant the right to use my likeness to publish, promote, distribute, modify or edit any recording that feature or include my likeness in any media.

**WAIVER:** I agree to waive any and all claims of whatever nature against the City of Eustis, its employees, successors and any volunteers, building owners and tenants.

INITIAL: \_\_\_\_\_

Please direct any questions to: City of Eustis Events Department (352) 483-5491 or [vendor@eustis.org](mailto:vendor@eustis.org)



**RULES & REGULATIONS CONTINUED**

CHOOSE YOUR SPOT **(PREMIER VENDORS ONLY)**: Premier Vendors will have the opportunity to select their preferred space. Subject to availability. All applicable documentation must be submitted before a space is chosen. If necessary, event organizers are authorized to move any vendor. In an event that this may take place, the vendor will be given advanced notice with an option to select another available space.

ALL VENDORS MUST COMPLY WITH ALL STATE AND FEDERAL LAWS, STATUTES AND REGULATIONS.

All vendors will remain open during the official event hours. No vendors may drive into the event area without permission from the City of Eustis Police or Event Staff.

NO stakes are allowed.

All vendors are responsible for disposing of their trash in the provided trash receptacles.

Vendors are NOT permitted to sell any alcoholic beverages including (but not limited to) beer, wine or liquor without prior approval.

The City of Eustis has the right to close your exhibit immediately without refund and has the right to accept or deny vendor exhibits.

All sales belong to the vendor. Vendors are solely responsible for collecting and reporting applicable sales tax. All vendors agree to meet the regulations and to pay applicable fees to Florida Department of Business & Professional Regulation.

Vendors are legally and financially responsible for all damages to grounds or other property caused by themselves or their employees.

I have read and agree to the rules and regulations above .

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

**PAYMENT INFORMATION**

Check Number: \_\_\_\_\_  MC  VISA  DISCOVER EXP.(MO/YR) \_\_\_\_\_

Card Number (16 digits): \_\_\_\_\_ Security Code (3 digits): \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:**  
City of Eustis  
Attn: Events Department  
10 N. Grove St, Eustis, FL 32726  
Email: vendor@eustis.org  
P: 352-483-5491 F: 352-357-4177

