



St. Andrews Mardi Gras Fest OFFICIAL VENDOR APPLICATION

Feb. 10, 2012 – 2pm to 8pm

Feb. 11, 2012 – 10am to 8pm

Application & payment due by Jan. 28, 2012

****Food vendors must arrive by 10am on Feb 10****

****All other vendors must arrive by 11am on Feb 10****

Responsible Applicant Name: Business Name:		Mailing Address: 	
Phone _____ Email* _____ <i>*This is our primary mode of communication.</i> Fax _____		Product(s) offered (be specific) and price range: Food Vendors must provide menu. Food Vendors with full menus must include at least one (1) authentic Cajun dish.	
TAX ID <i>FL Dept of Revenue tax forms will be distributed at registration.</i>		Attach photo of booth/product display	
Electricity Needed? YES NO <i>(Vendors must supply 100ft cord)</i>	Did you vend with us in 2011? YES NO <i>(Circle one)</i>	Vendor Category: <i>Add \$50 after Jan. 28, 2011</i> <i>(See DEFINITIONS)</i>	
Electricity Service <input type="checkbox"/> 110v only NO 220v PROVIDED	Do you have a deposit on retainer from 2011? YES NO <i>(Circle one)</i>	<input type="checkbox"/> Food Vendor* \$400 + \$100 dep <input type="checkbox"/> Specialty Food Vendor** \$250 + \$100 dep <input type="checkbox"/> Artisan \$100 <input type="checkbox"/> Not-profit*** \$125 <input type="checkbox"/> Re-seller \$150 <input type="checkbox"/> Children's Activities* \$150 per activity + \$100 dep <input type="checkbox"/> Other _____ \$150 + \$100 dep ===== *Proof of Insurance required **One or two items. Ins. Req. ***Non-profits must provide valid documentation	
Tent: Size and color of your tent _____ size _____ color	Trailer: Combined length of vehicle and trailer <i>(if applicable)</i> : _____ ft	TOTAL \$ _____	
LIABILITY, HOLD HARMLESS AND INDEMNIFICATION Liability is the responsibility of the vendor. The SAMG Fest, Krewe of At. Andrews, its agents, employees, subcontractors and Property Owners assume no risk. By acceptance of this Vendor Agreement, the vendor expressly releases SAMG Fest, Krewe of At. Andrews, its agents, employees, subcontractors and Property Owners from any and all liability for damage, injury, and loss to any person or goods which may arise from the use and occupation of said space by the vendor, and agrees to hold and save SAMG Fest, Krewe of At. Andrews, its agents, employees, subcontractors and Property Owners harmless of any and all loss or damage thereof. I have read and understand the foregoing, and I agree to comply with the regulations as stated. This Agreement has been delivered in the County of Bay, State of Florida and shall be construed in accordance with the laws of Florida and venue for any action arising from this agreement shall be Bay County, Florida. This Agreement may not be modified or amended nor shall any provision of it be waived except by a writing signed by the parties. The undersigned further certifies that he/she is the responsible person referred to in the rules and that he/she is authorized: 1) To execute on behalf of the business, organization or individual 2) To execute legal process on behalf of the business, organization or individual. I understand that I will not be allocated space until all of the above documentation is on file with SAMG Fest and my fees are paid in FULL. I understand that vendor fees are non-refundable.			
I have read the Rules, Regulations and Vendor Agreement, and agree to comply with the regulations as stated. Checks payable to: SAMG Fest 2510 W 9th St., Suite B Panama City, FL 32401			
Signature _____		/ Printed Name _____ Date _____	
<p><i>(For same-day response, email or fax your completed application to temporarily reserve your space. Upon receipt of your application, an acknowledgement will be emailed).</i></p> <p>Email: info@SAMGFest.org Fax: 800.590.0961 Call: 850.763.7359</p>			

Fax or email completed app for same-day acknowledgement. Fax: 850.590.0961 Email: info@SAMGFest.org

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2012 St. Andrews Mardi Gras Festival RULES, REGULATIONS AND VENDOR AGREEMENT – RETAIN FOR RECORDS

**Set-up schedule: Arrival on Friday, Feb. 10 b/w 8am and noon (Food Vendors must arrive by 10am)
Set-up must be complete by 1pm. EMERGENCY NUMBER DURING EVENT: 850.238.9388**

2012 Krewe of St. Andrews Mardi Gras Parade and Festival endeavors to be a quality family event in which vendors are provided an opportunity to sell high quality goods directly to consumers.

CONDUCT

Personal attire, language, conduct and attitude of vendors and vendor staff must be appropriate to a family-friendly festival at all times. Violations will be noted and vendors will be asked to discontinue the inappropriate behavior or risk expulsion.

DEFINITIONS

- **Food Vendor** – prepares and sells food in Compliance with State of Florida Hotel and Restaurant Division and fire code regulations. Call 850.487.1395 for more compliance information. Food vendors are subject to inspection. Current Certificate of Liability showing proof of insurance is required (minimum \$300,000) naming “SAMG Fest” as additionally insured. Submit Certificate of Liability with application.
- **Specialty Food Vendor** – prepares and sells ONE or TWO food items in compliance with State of Florida Hotel and Restaurant Division and fire code regulations. Call 850.487.1395 for more compliance information. Food vendors are subject to inspection. Current Certificate of Liability showing proof of insurance is required (minimum \$300,000) naming “SAMG Fest” as additionally insured. Submit Certificate of Liability with application.
- **Artisan** – Sells hand-crafted products and art, made by the vendor
- **Non-profit** – Not-for-profit entity with a valid determination letter
- **Re-seller** – Sells products that are purchased and re-sold to the public at a profit
- **Children’s Activities** – Games, rides, etc., exclusively for children. Current Certificate of Liability showing proof of insurance is required (minimum \$300,000) naming “SAMG Fest” as additionally insured.
- **Other** – please call Event Coordinator at 850.763.7359 to discuss vending if you do not fall into one of the categories above. Certificate of Liability may be required.

ELECTRICITY

Electrical outlets are provided on a very limited basis and must be requested in advance. Electrical cords may not cross pedestrian walkways in the market. Food vendors using electricity or any heat source must supply a fire extinguisher. The Panama City Fire Department may inspect any vendor for dangerous or hazardous conditions or materials. All displays must comply with all applicable fire and safety laws of the City of Panama City, Bay County and the State of Florida. Special electrical needs must be discussed with the Event Coordinator prior to the start of the event.

LIMIT OF FOUR 110v OUTLETS for FOOD BOOTHS and TWO 110v OUTLETS for ALL OTHERS.

EVENT HOURS

Vendors will open on time and remain open during official event hours or risk expulsion: Friday, Feb. 10, 2-8pm and Saturday, Feb.11, 10am-8pm. **Food vendors must arrive by 10am on Feb. 10; all other vendors must arrive by 11am.**

FEES

2012 fees are outlined on Page 1 and must be paid in full to reserve space. Checks must be addressed to:

SAMG Fest 2510 W 9th St., Suite B Panama City, FL 32401

Fees cover vendor space only. Cleaning deposits will be retained for subsequent year’s festivals unless return is requested in writing. Vendors that do not properly dispose of waste, grease and spoils will not be entitled to a deposit refund .

Vendors that are environmentally responsible will be given return preference in subsequent years.

FINANCIAL RESPONSIBILITY

Any damage that occurs due to vendor actions will result in financial penalty to vendor to offset the damage.

HEATERS must not be electric. Only independent heating units (i.e. propane) will be permitted. The Event Coordinator will unplug and remove electric heaters from the festival area.

LICENSING

All vendors must maintain required licensing and approval by appropriate departments (i.e. City Licensing, Florida Division of Motels and Restaurants) and any other professional regulating entity. Food must be prepared in a licensed kitchen. Vendors must meet all regulations in terms of cleaning products, processes and utensils. Any infraction of rules, citations or penalties shall be solely vendors’ responsibility. Food liability insurance is required.

MUSIC

No vendor will be allowed to disturb the market with loud music or loud noise. Music will be provided by the Event.

PETS

Vendors are not permitted to bring pets.

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PRODUCTS

Sale or distribution of any product not included on vendor application may result in expulsion and forfeiture of all fees. Vendors are prohibited from selling or displaying any artwork, t-shirts, or merchandise referencing these words in any combined order: Historic St. Andrews, Mardi Gras, festival, official, art, poster, Krewe of St. Andrews, or the current year (consent must be obtained by the Event Coordinator for use of any combination of these words). Violations may result in closure of booth.

REFUNDS

This is an ALL-WEATHER event. There will be no refund of vendor fees for this event. No-shows will not be entitled to a refund.

SALES TAX

Vendors are solely responsible for the collection and payment of local and state sales tax. FL Department of Revenue forms will be provided upon registration.

SECURITY

Vendors are responsible for properly securing their merchandise. Appropriate festival staff will be provided for reasonable security measures.

SIGNAGE

Vendors are permitted professionally produced signage within their assigned space. Tastefully handwritten signs are also acceptable. Signs must fit within designated vendor space. Stand-up signage should be engineered to withstand crowds and adverse weather.

SMOKING

Smokers must dispose of butts in appropriate containers.

SUBLETTING

Subletting or sharing of booth space is strictly prohibited.

SUPPLIES

Vendors will supply their own tables, table coverings, lights, tents and heavy-duty extension cords.

TRASH

Food vendors are required to provide their own trash containers. All trash must be removed upon conclusion of market. The assigned vendor space and surrounding area shall not be altered, changed or damaged in any way. Space must be left exactly as found.

VEHICLES

Vehicles must be parked in designated vendor parking areas only. Vehicles may not re-enter festival area after set-up is complete until the conclusion of the event.

VENDOR SPACE ASSIGNMENTS AND MANAGEMENT

Every effort is made to assign vendors to strategically appropriate spaces. Vendors must accept the space assigned by the Event Coordinator and pay the Vendor Fee. Official Vendors must have booths within the permitted festival area only. Space assignments will be emailed one week prior to the event.

One vendor space is 10'X12' One food vendor space is 25' X 12'

Event begins promptly at 2pm on Feb 10. Vendor spaces will be reserved until 11am. Arrivals after 11am may result in exclusion from event. **Call 850.238.9388 on the day of event with emergencies or set-up difficulties.**

- All displays must be engineered to safely withstand crowds and adverse weather conditions,
- All tables **must be covered** and all back stock kept in an orderly manner. Use attractive floor length table coverings to conceal stock / boxes.
- All display areas must be neat, attractive and professional. Nothing that detracts from the area's charm may be visible to patrons.
- No neon or unsightly signage allowed.
- No stake signs are allowed without prior approval.
- Use good judgment when designing your space. It is your storefront.
- Any and ALL items to be sold **MUST** gain approval from the Event Coordinator
- All products offered at the event shall meet the requirements of local and State agencies.
- Vendors are prohibited from parking adjacent to their assigned vending space. The festival area must be left open and visible to customers.
- The Event Coordinator will require the removal of any items that are objectionable to community standards.

WEATHER POLICY

The festival will proceed, rain or shine. Should the weather become unsafe (hurricane, tornado, etc.), the Event Coordinator will notify vendors of early closing at which time vehicles will be permitted into the festival area for loading.

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