



## **2011 Winter Carnival Vendor/Exhibitor Application**

Events ARE NOT CANCELLED DUE TO WEATHER. If you choose not to attend/participate due to the weather no fees will be returned. All events proceed rain or shine. Events are not rescheduled.

CHECK LIST OF MANDATORY ITEMS REQUIRED TO BE MAILED IN:

- VENDOR APPLICATION PAGE**
- VENDOR REGULATIONS PAGE**
- VENDOR PRODUCT LIST PAGE**
- PAYMENT IN FULL FOR EVENT**
- SALES TAX LICENSE IF APPLICABLE**
- FOOD LICENSE IF APPLICABLE**

Missing documents will delay your ability to participate as a vendor during events in the Town of Harmony. All initial applications must be mailed – NOT faxed. Please make sure you keep copies of all the documents for your records, no copies or originals will be returned.

Please note: For nighttime events, vendors will need to bring their own battery powered lighting, due to limited electrical power availability. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will help reduce on your frustration of not having any light. Also, be aware that Harmony is a Dark Sky community, and that no space should be overlit. All lighting is subject to approval.

Even though there MIGHT be electrical power sources nearby some of the vendor spaces, these outlets are NOT for the use of vendors UNLESS the vendor has paid extra for the use of electricity. Any vendor using the power in a manner not approved and/or without prior payment will be asked to unplug from the power source immediately; and may be asked to leave the event. If asked to leave, the vendor will not be reimbursed for the Vendor Space Fee or any product they have purchased for the event.

Harmony strives for its events to minimize waste. Please do not use throwaway handouts or disposable food containers and accessories if less waste producing options are available.

Town of Harmony  
Attn: Activities Staff  
3500 Harmony Square Drive West  
Harmony, FL 34773  
Activities@harmonyfl.com

EVENTS AT  
**HARMONY**  
FLORIDA

## 2011 Vendor/Exhibitor Application

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

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

*(All correspondence will be through E-mail, unless an E-mail address is not provided)*

**Category:** Arts & Crafts \_\_\_\_\_ Informational \_\_\_\_\_ Food \_\_\_\_\_ Other \_\_\_\_\_

**Food** (if applicable): Types of Food: \_\_\_\_\_

Food License #: \_\_\_\_\_

Issued by: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

*(Harmony reserves the right to limit duplicate vendors.)*

**Describe Space Set-Up:** (tent, tables, vehicle used in display, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Fee Schedule:**

- Winter Carnival:  
\$25.00 for 12'x12'

- Non-profit and  
Government  
organizations:  
Contact activities@  
harmonyfl.com for  
more information

Subtotal: \$ \_\_\_\_\_

**Electricity:** NO generators that make any noise are permitted

10 amps of power: \$10 \$ \_\_\_\_\_

20 amps of power: \$15 \$ \_\_\_\_\_

Total Fee to be paid to "Harmony Development": \$ \_\_\_\_\_

For office use only: Date Entered: \_\_\_\_\_ Cash \_\_\_\_\_ Check w/ # \_\_\_\_\_

E-mail Sent with receipt (date) \_\_\_\_\_ Mailed receipt (date) \_\_\_\_\_ Accepted: Y \_\_\_ N \_\_\_

State reason of refusal \_\_\_\_\_

Items not accepted: \_\_\_\_\_



# LIVE GREEN HARMONY

www.harmonyfl.com

## 2011 Vendor Regulations

\_\_\_ All vendor booths must be reserved in advance. No booth will be held without the required deposit. Assignment of vendor space will be at the Harmony Festival Director's discretion and the vendor must exhibit within the space provided.

\_\_\_ Full payment is required to reserve space. No space will be reserved until payment is received. A vendor may cancel this agreement upon the receipt of written notification to the Harmony Festival Director no later than 5 days before the event.

\_\_\_ Vendor will be notified within 10 business days of receipt of the registration form of acceptance to the event. If vendor is not accepted, all fees will be refunded.

\_\_\_ If Vendor is not accepted due to not meeting vendor requirements, a new registration may be submitted with new information.

\_\_\_ There will be a \$25 charge for all returned checks.

\_\_\_ Harmony DOES NOT SUPPLY FREE POWER FOR VENDOR USE AT THE EVENT. If you are bringing a generator, you must notify the Harmony Festival Director for approval. All power cords used by vendors must be securely taped to the ground to avoid accidents. VENDOR MUST SUPPLY OWN DUCT TAPE TO SECURE CORDS. Vendors are requested to bring back up lighting, due to power situations. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will cut down on the frustration of not having any light, should an issue arise. All lighting is subject to approval.

\_\_\_ Each table used by a vendor should be a 6' or 8' long banquet style table and will have a table skirt attached to hide the view under the table.

\_\_\_ Load-in begins 3 hours before event start time. NO VENDOR WILL BE ALLOWED TO SET UP BEFORE THIS TIME. No items may be left unattended. No admittance to event area after event start time. All vendors must remain open during the event hours. All vehicles must be out of the event area by event start, and may not re-enter event area until posted ending time of event. Vendors should park in any on-street parking or parking lots located outside of the event.

\_\_\_ Vendors are required to collect Florida State Sales Tax on taxable sales. To obtain more information on a Temporary Tax Certificate, contact the Florida Department of Revenue at 407-903-7350.

\_\_\_ Food Vendors are required to be licensed with the Department of Business and Professional Regulation and inspected the day of the event. To obtain more information on a Temporary License, contact the Department of Business and Professional Regulation at 850-487-1395. VENDORS ARE REQUIRED TO PROVIDE COPY OF LICENSE – WHICH LICENSE MUST BE PRESENTED TO THE HARMONY FESTIVAL DIRECTOR PRIOR TO VENDING AT THE EVENT.

\_\_\_ Vendors are required to clean up their space after the event. Any vendor who leaves garbage in their area will be assessed a \$50.00 fine. Food Vendors must provide a trash and recycling receptacle near their booth and are responsible for keeping the trash at a minimum.

\_\_\_ The vendor agrees to hold blameless Harmony, Harmony Development/Birchwood Acres LLP, its employees, officials and principals and expressly releases it from all liability from loss or damage caused to persons or property for any cause whatsoever. Vendor shall indemnify Harmony Development/Birchwood Acres LLP against all liability or expenses arising out of any claim or injury, damage to any person or property, together with all costs in connection with the defense thereto, including attorney's fees.

**I acknowledge that I have read and understand the terms and conditions as indicated on this application and contract. I agree to sell only those items as listed. If I change/add a new category or merchandise, I must submit a request to the Festival Director. Any vendor that does not comply with these rules and regulations will be asked to not return.**

Signature \_\_\_\_\_

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

Company Name \_\_\_\_\_

Date \_\_\_\_\_