



Marion County Master Gardeners' **Spring festival**



Always the 2nd weekend in March!
2232 NE Jacksonville Road, Ocala FL 34470
www.marioncountyfl.org/springfestival
352-671-8400

Saturday, March 11 8 a.m.-5 p.m. Sunday, March 12 9 a.m.-4 p.m.

FOOD VENDOR APPLICATION

Company name: _____

Physical address: _____

Contact name: _____ Primary phone: _____

Email address: _____ Secondary phone: _____

FL food-handling permit #: _____ Effective/Expires: _____

Our aim is to provide our patrons with the widest selection of food and non-alcoholic beverages without excessive duplication of vendor inventories. Please list food items intended to be sold at this year's event below.

The cost for each food vendor booth is **\$100**. This price includes Saturday and Sunday space rental as well as access to Festival-provided water and trash receptacles. Electrical outlets are available for rent per booth, rented at a rate of \$40 per 30-amp, three-prong connection.

of booths requested: _____ (Cost per booth: \$100)

of outlets requested: _____ (Cost per outlet: \$40)

Total booth rental: _____

I have read and agree to the Food Vendors terms and conditions.

We'd like to include a link to your company's website or social media address in our advertising. Please provide your website URL below. Feel free to reference our URL (www.marioncountyfl.org/springfestival) in your advertising for the area's largest all-in-one garden and plant expo.

Company website: _____

Social media address: _____

Please send completed application via email to: mcmgsf@outlook.com.



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UF | IFAS Extension
UNIVERSITY of FLORIDA



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FOOD VENDOR TERMS AND CONDITIONS

Please read carefully.

Marion County Board of County Commissioners, University of Florida, Marion County Extension Service, University of Florida Institute of Food and Agricultural Sciences (UF/IFAS), UF/IFAS Master Gardeners will not be responsible for any loss, damage, nor injury to any person or property of participating commercial vendors (hereafter referred to as "vendors") of the Marion County Master Gardeners' Spring Festival ("Festival").

Insurance, license and permit requirements: All food vendors must have the required food-handling licenses and/or permits. In addition, the vendor's insurance company should issue a "Special Events Liability Insurance Policy" with a minimum limit of \$1,000,000 for both bodily injury and property damage. The Board of County Commissioners must be shown as "additionally insured" and "certificate holder" on the certificate of insurance.

Applications: Food vendors are required to submit completed applications including a complete menu provided in the listing of food items to be sold. The Festival Committee obtains the authority to prohibit the sale of any items to avoid inventory duplication.

Applications must include a photograph of "mobile food dispensing vehicle," tent or booth intended for use during the Festival. A scale drawing depicting exact measurements and setup will be accepted in lieu of photograph. Recreational canopies are not permitted for use as cooking booths.

Payment: Once your application has been approved, you will receive an email with your payment alternatives. A nonrefundable deposit of 50 percent of your total booth reservation is required by Oct. 31, 2016. The balance will be due Feb. 10, 2017. If we have not received your final payment by Feb. 10, 2017, the Festival Committee reserves the right to sell the booth to another vendor. Vendors who do not meet the above October deadline may not be included in Festival advertising.

Booth assignments: Booths will be assigned after receipt of a 50-percent down payment. Once booth(s) have been assigned, **NO REFUNDS WILL BE MADE.** Booth parameters will be clearly defined prior to set up; extending beyond booth boundaries is prohibited. Booth subletting is prohibited without prior approval from committee chair. **Should the Festival configuration change, vendors will be assigned a booth of equal value.**

Event parking: During Festival operating hours, all vendor personal vehicles must be parked in the designated vendor parking area. Vendors must follow all posted traffic management signs. Vendors will be issued parking permits during initial set-up, which must be displayed prominently in or on the vehicle. Parking is on a "first-come, first-served" basis. Vendors are reminded that there will be many vehicles of varying sizes in the vendor parking area and to park as efficiently as possible to allow for as many vendor vehicles as possible in these prime spots. All overnight recreational vehicles (RVs) **MUST** be approved and paid for at the time of final payment. RVs will be required to park in the vendor parking lot and should notify Festival staff during initial set up.

Set-up times: Thursday, March 9, from noon-7 p.m. and Friday, March 10, from 8 a.m.-7 p.m.
NOTE: Vendors WILL NOT be allowed on Festival grounds for set up outside these times. SET UP WILL BE ALLOWED SATURDAY, MARCH 11, ONLY with approval of the Festival Committee Chair.

Event requirements: 1) Vendors are required to keep their booth space neat, clean and aesthetically pleasing for the duration of the Festival. 2) All food vendors are required to display a banner or sign containing the vendor's name, logo or product and pricing. 3) All vendors must have licensing and/or permits available for inspection during Festival hours of operation. 4) All food vendors must be self-sufficient with regard to electrical power unless the vendor has rented Festival electrical connections at the time of application. Vendors permitted to use the electrical connections must supply all extension cords needed for their booth(s). 5) Alcoholic beverages are prohibited on county-owned property and therefore not allowed on Festival grounds. 6) Water and ice are available for \$2 per bag to participating vendors, however, all hoses used must meet health department guidelines. 7) All tents must be secured to protect your product and the inventory of other vendors. **NOTE: Wind is a factor this time of year; set up accordingly.**

Restocking: Replenishment of booth(s) will be allowed during Festival and after closing. **UNDER NO CIRCUMSTANCES WILL NON-AUTHORIZED VEHICLES BE ALLOWED ON FESTIVAL GROUNDS DURING OPERATING HOURS.** Only designated vehicles for Festival staff and emergency response vehicles will be allowed on Festival grounds during Festival hours of operation.

Clean up: The committee will provide trash receptacles throughout the food court and will be responsible for ensuring the containers are emptied regularly. Food vendors must provide sealed containers to dispose of any grease used during the Festival.

Prohibited on Festival grounds: 1) Generators. 2) Obstructions to walkways. 3) Digging holes. 4) Dogs and pets other than certified service companions.

Security: The Festival grounds will be patrolled on Friday and Saturday nights.

Break-down times: Sunday, March 12, from 4:15-7 p.m. and Monday, March 13, from 8 a.m.-noon.*

DUE TO SAFETY CONCERNS FOR VENDORS AND GUESTS, LAW ENFORCEMENT WILL PROHIBIT VEHICLES FROM ACCESSING FESTIVAL GROUNDS PRIOR TO 4:15 P.M. ON MARCH 12.

*Break down is permitted on Monday, March 13, with prior approval of Festival Committee Chair.

Non-discrimination policy: It is the policy of Marion County Board of County Commissioners to maintain an environment free of all forms of unlawful discrimination. The Festival affords equal opportunity to all vendors and patrons without regard to race, color, gender, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.