

PALM COAST INTERNATIONAL FESTIVAL

Saturday, October 3, 2015 - Central Park, Palm Coast

Exhibitor and Vendor Regulations

Exhibitor/Artist Booths:

1. Booth space allocation is 10' x 10'. Larger displays must be noted on application form.
2. Requests for specific booth site/location are not accepted. Vendors are placed at the discretion of the Event Coordinator.
3. Set-up days and times are Friday, October 2, between 3 pm-8pm or Saturday, October 3, between 7:30am-10:30am.
4. Personal vehicles must be removed from Festival grounds and parked in designated parking areas by 10:30am, Saturday, October 3.
5. Break-down and clean-up hours are the responsibility of each vendor and will begin at the conclusion of the event on Saturday, October 3. Vehicles are not permitted on festival grounds until the conclusion of the event and the event coordinator has approved access.
6. Booths must be manned during Festival operating hours.
7. A list of items to be sold or displayed with associated pricing (if applicable) must be submitted with the Vendor or Exhibitor Application and approved prior to the event. These approved items are the only items permitted to be sold. A price list must be displayed to the public with approved fees.
8. An attractive cultural display is part of the event. Vendor or Exhibitor is responsible for all materials used to decorate their booth space.
9. Booth signage, including banners, must be of professional quality. Signage must remain in the booth space allocated.
10. Vendor or Exhibitor tent/canopy must be in good condition and be flame retardant (exhibitor or vendor must be able to provide proof of flame resistance if requested.) Tents may be secured with either sand bags or water barrels only. Spikes are not permitted due to damage to irrigation system pipes/lines.
11. It is the sole responsibility of the vendor to provide their own equipment including lighting.

Food Vendors:

12. All food vendors MUST provide an ABC fire extinguisher and food vendors with deep fryers are required to have a "K" fire extinguisher on site. All extinguishers must be present at the time of inspections, and remain for the duration of the event.
13. Division of Hotel and Restaurants will be on-site to conduct inspections of food booths and issue permits. Please visit www.MyFloridaLicense.com for more information.

Local Business Tax Receipt and/or Special Event Permit:

14. It is the responsibility of the exhibitor or vendor to obtain a Local Business Tax Receipt or a one-day Special Event Permit through the City of Palm Coast prior to the event. Last minute applications can be a problem for everyone and your planning in advance is appreciated.
15. A Local Business Tax Receipt can be obtained from Palm Coast City Offices located at 160 Cypress Point Parkway, Suite B-106, Palm Coast, FL, 32164, during regular business hours, or you may request information by phone at (386) 986-3766.

Sale of Beverages:

16. The City of Palm coast has contracted with Coca-Cola Refreshments USA, Inc. for the exclusive sale and/or distribution of Coca-Cola beverage products at all City facilities. This exclusive sale of Coca-Cola products shall include concessionaires at all city sponsored events at any City facility or park location.
17. Vendors selling alcoholic beverages must secure, at their own expense, a State Temporary Alcohol Permit. The application process requires a City Zoning Review prior to issuance by the State of Florida. A fee is charged for the Zoning Review. Permits submitted for a Zoning Review must be received by June 1, 2015.

General:

18. Electrical power is limited and available to food vendors and arts vendors only. Vendors who need electric must either bring their own generator or purchase electrical usage as indicated on the application form.
19. Overnight security will be provided on Friday, October 2, 2015 only. The City of Palm Coast is not responsible for loss of any kind and will not be held liable. General overall security and responsible care will be exercised to protect all vendors and the exhibit area insofar as possible. All vendors are urged to obtain insurance against property loss or damage.
20. The event will be held rain or shine.
21. Exhibitor and/or Vendor will comply with all Florida sales tax laws and acknowledges that Vendor has the required licenses.
22. Exhibitors are not permitted to sell a product or service on site. Exhibitors may distribute information about their business, product or service to those stopping at their booth. Exhibitors must remain at their booth space and may not roam the event to distribute information. Those observed engaging in this type of activity may be asked to leave the event without a refund of payment.