



Town of Orange Park Kids Fest
June 9 & 10, 2017
10am-3pm
(904) 278-3043

2017 VENDOR INVITATION

Dear Vendor,

You are invited to apply for participation as a vendor in the 4th Annual Kids Fest which will be held on Friday and Saturday, June 9th and 10th. This outdoor festival is held at the Town Hall Park on the corner of Kingsley Ave and US 17 in Orange Park, Florida. No admission fee is charged to the many people who come to enjoy the weekend. In past years we have attracted upwards of 10,000 people!

Registration is now available online at www.opkidsfest.com. There is a \$2.00 service charge for paying online. You also have the option of mailing or delivering both payment and application. Please review the enclosed packet, including the Rules and Regulations, and return the completed application and payment. Submission of an application does not guarantee a space in the festival.

Applications will be reviewed based on products sold, setup requirements, date application was received, and the best interests of the overall event. Booth space allocations are heavily weighted in favor of the those with items appropriate for children and families, handmade crafts and returning vendors. We try our best to place vendors in a space they are happy with; however, the later you wait to turn in your application the higher the chances are that your preferred spot will not be available. Please note: booth layout may vary from previous years. Booth assignments will be made at the discretion of the festival manager and subject to change, for any reason, without notice to best suit the needs of the event.

Thank you for considering the Town of Orange Park Kids Fest as a venue to display and to sell your work. We look forward to reviewing your application. If you have any questions, please e-mail me at edockery@townop.com or call (904) 278-3043.

Sincerely,

Emily Dockery

Emily Dockery, Festival Manager





FREQUENTLY ASKED QUESTIONS

How do I apply to become a vendor? First, is your product or service geared toward children and families? If not, this is probably not the event for you. If so, please read this entire packet from front to back. Then either visit www.opkidsfest.com to apply or mail, email or fax the enclosed application to the festival manager.

What are the fees? The fee schedule can be found on page three (3).

How are applications reviewed? Applications will be reviewed as received. If you do not receive acknowledgement of receipt within two weeks of submission, please contact the festival manager. The criteria for acceptance includes, but is not limited to, space availability, similarity to other vendors, products to be sold, history with Town events and the best interests of the overall festival. Submitting an application does not guarantee you will be accepted.

Will I receive a refund if I am not accepted? Yes. If you pay by PayPal, you will be refunded immediately in accordance with PayPal and your bank's policies. If you paid by another method, you will be sent a refund request form to complete. Non-PayPal payments will take at least two weeks to be processed and sometimes longer.

What if I can only do one day of the Festival? Vendors are required to participate all day, both days. Exceptions may be granted on a case-by-case basis.

Can I share my booth with a friend? Yes, you may share your booth with someone. That person is still required to submit an application and be approved to participate. How you elect to share the cost is up to you.

Do you provide tents, tables, chairs, etc.? No, we do not. You are not required to have any of these items; however, they are highly recommended. You are required to submit a photo of your setup with your application whether or not you use a tent. Uniqueness and creativity in your setup is encouraged.

What kind of tent can I use? We only accept 10x10 straight leg tents. We do not accept 12x12 or larger, slanted legs or the fancy tents with the extra protruding sides. Stakes longer than 8 inches are strictly prohibited as they will damage our underground systems. Weights are strongly encouraged.

When will I get my booth assignment? Booth assignments and other setup details will be sent via email no later than May 31, 2017. A vendor list with assignments will also be posted to the Kids Fest website.

What if I don't have an email address? Communication is done almost exclusively through email. You are required to have a valid email address. There are many ways to get and access a free account.

Do I have to have insurance to participate? Activity providers and prepared-on-site food vendors are required to have insurance. Insurance to protect yourself from liability is strongly encouraged for other vendor types. You can find information on obtaining a policy on page five (5).

What if the weather is bad? This is an outdoor event in the summer in Florida. You need to be prepared for all types of weather. NO REFUNDS WILL BE GIVEN FOR WEATHER. In the event of a serious threat such as a hurricane, we will communicate a plan of action at that time.

How do I contact the festival manager? The easiest way to reach the festival manager is by email. See contact information below. On-site contact information will be provided when booth assignments are sent. For mailed communication, please write Attn: Kids Fest.

Emily Dockery, edockery@townop.com or (904) 278-3043

Town of Orange Park · 2042 Park Ave · Orange Park, FL 32073



FEES & CATEGORIES

Fees:

- General, Business and Entertainment Vendors—\$75 for one 10'x10' space
- Food Vendor—\$150 for one 15'x10' space
- Non-Profit Group—\$25 for one 10'x10' space
- Electricity—\$15
- Water Access—\$15
- Non-refundable application fee—\$10

If you require more than your category's allotted space, you must purchase an additional booth. This applies even if you only need one more foot of space. This is why we only accept 10'x10' tents.

Vendor Categories:

- **General Vendor**
Woodcrafts, jewelry, artists, soaps, candles, cottage-type food*, pottery, glassware, authors, catalog sales, etc.
- **Food Vendor**
Preparing & selling food on-site for immediate consumption either out of a truck, trailer or tent.
- **Non-Profit Vendor**
Must provide proof of status with tax exemption certificate. Space is very limited!
- **Business Vendor**
Banks, realtors, medical offices, phone companies, legal services, etc.
- **Entertainer**
Bouncey items, face painting, rock-climbing, magician, etc.

The non-refundable \$10 application fee must be submitted with your application. Full payment for your booth is required upon receipt of acceptance email or may be submitted with your application. Partial payments will not be accepted. Inclusion of the booth fee with your application does not guarantee you will be accepted. Additional fees may apply if you do not fit into the space allotted for your category.

Payment Methods Accepted:

Cash

PayPal—service fee will apply

Credit Card—in person or over the phone. A \$3.75 charge will be applied for paying over the phone.

Checks payable to: Town of Orange Park

Money Order

* Cottage Foods are items that can be produced in a home kitchen such as cookies, breads, jelly, honey, herb mixtures and pasta. Artisan Foods are not permitted under the cottage food law and must be produced in a commercial kitchen. Examples include salsa, BBQ sauce, canned fruits & vegetables, dairy products and jerky. Please visit FreshFromFlorida.com for more information and specific regulations. It is your responsibility to know the difference and abide by the appropriate rules. Pet food is not governed by the cottage food law.



RULES & REGULATIONS

1. Vendors must be aware of, keep up to date and comply with all current festival rules, regulations and guidelines. Management reserves the right to modify the policies, rules and regulations at its discretion at any time. While we will make every attempt to be reasonable, be aware that violators may be banned from future participation even though their work may have been approved and booth rental fees paid.
2. Only approved vendors will be allowed to participate.
3. All items you plan to sell must be turned in for approval. The festival manager has the right to stop you from selling items that were not approved, even if you have sold them in previous years or at other Town events.
4. Vendors shall conduct themselves in a professional and courteous manner while participating at the event.
5. **Business cards, flyers and free samples that promote the vendor's approved works are permitted; however, walking around the festival site to advertise, pass out samples or distribute flyers is not permitted at this event.**
6. Smoking is prohibited at your booth. Smokers are permitted to smoke in designated areas along the perimeter of the event grounds or parking lots. Please be respectful of any requests to discontinue smoking made by any neighboring vendor or by festival staff or volunteers during set-up and breakdown times. All town events are smoke free!
7. Vendors will not be permitted to sell or serve alcoholic beverages of any kind. Failure to comply with this rule will result in immediate and permanent expulsion from the festival.
8. Vendors must comply with all levels of federal, state, local, etc. regulations for their particular business.
9. Vendors are responsible for collecting tax.
10. Vendors may not be under the influence of drugs or alcohol while participating at this event.
11. Vendors are required to leave their space better than they found it. Failure to do this may result in you being barred from future participation.
12. **All food vendors are responsible for taking their oil and grease with them and disposing of it properly.**
13. Vendors must treat all festival staff, volunteers, neighbors and visitors with professionalism and respect.
14. At no time is a vendor allowed to use an event logo without prior written approval from the festival manager.
15. Vendors must refrain from using profanity and from behavior that is verbally or physically abusive, dangerous or disruptive to festival activities.
16. Slandorous or derogatory statements and other actions that denigrate your fellow vendors and/or their products as well as festival staff and volunteers will not be tolerated.
17. No exhibitor shall assign, sublet or apportion any part of their space without prior written approval from the festival manager.
18. Generators are not allowed unless approved beforehand.
19. **Festival hours are: Friday & Saturday 10am-3pm. Please note that this is a two-day event. Vendors are required to attend BOTH days. The festival will take place rain or shine. There will be no rain dates for the festival and NO REFUNDS will be given due to inclement weather. In the event of a serious threat such as a hurricane, we will communicate a plan of action at that time.**
20. **NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY BREAKDOWNS. NO EXCEPTIONS. Anyone not complying with this rule will not be allowed to return next year.**
21. Vendors must be completely loaded out by 12 PM on Sunday, June 11, 2017.
22. Vendor personnel must manage the booths during the operating hours of the festival. We will try to have volunteers on site to help out with bathroom and lunch breaks.
23. The Town of Orange Park is not responsible for any loss or damage incurred to the vendor's property. The vendor also agrees to hold harmless and indemnify The Town of Orange Park against any claims arising by virtue of their occupancy of the premises or use thereof.



RULES & REGULATIONS

24. No security will be provided overnight for the festival. Leaving your items unattended is at your own risk. We suggest packing and/or securing any valuable products overnight.
25. General vendor booths are 10x10 in size with a 1' gap in between. Food vendor booths are 15x10. Electricity is available with additional fee. Please be careful on tent sizes—if your tent is a 12x12 you will NOT fit in a 10x10 space. This distance can and will be checked by tape measure should an issue arise. If this distance is not maintained, your exhibit will have to be moved to the appropriate distance. This is a public safety issue that is non-negotiable, so please select tents accordingly.
26. Please decorate your booth appropriately. The Town of Orange Park reserves the right to require removal of decorations that the festival manager or employees of the Town deem inappropriate or objectionable.
27. No radio, loud speakers, or other amplification equipment are allowed in booths.
- 28. If you are a food vendor with propane tanks or special setup restrictions, please make sure the festival manager is aware of this so that we can ensure placement of other vendors around your booth is appropriate.**
29. We will have ATMs on site. Wireless internet is available at some points in the park but not guaranteed.
30. No food or drink can be sold from any booth except at designated food booths without written permission from the festival manager and proper Department of Health licensing.
- 31. Public safety is a priority. Because of this, vehicles are not allowed on the event site during any time the event is open to the public! NO EXCEPTIONS.**
32. By submitting an application, you authorize Town to utilize any and all photos or videos produced during the event for the promotion of the event and the Town, now and in the future, across any and all media platforms. This includes, but is not limited to, photos of you, anyone working with you, your booth and/or your products.
33. In order for you and the Town to have a successful and well-attended Kids Fest, it is necessary for the staff to make decisions based on the good of the overall festival and not just the wants and desires of individual applicants and/or vendors.

Please keep these rules for your reference.

Insurance Information

Activity providers and food vendors must submit a Certificate of Insurance (COI) proving the vendor holds at least a \$1,000,000 general liability policy. The COI must be submitted with your application.

The following conditions must also be met:

1. Town of Orange Park listed as an additional insured on all policies.
2. Description of operations box must list the Name, Date and Location of the event.
3. The Certificate Holder Box must contain:

Town of Orange Park
2042 Park Avenue
Orange Park, FL 32073

If you do not currently have an insurance policy, there are several companies that provide event vendor insurance. Some examples include:

www.specialeventinsurance.com

www.kandkinsurance.com

www.theeventhelper.com