

# WAKULLA Fun Fest

July 22, 2015

Greetings All:

**Wakulla Fun Fest** started with a bang and we are excited and thankful for all who have participated thus far. Thanks to some wonderful sponsors, we can do something special for our vendors: reduce the rates, YAY! We promised you that as Fun Fest started to grow, we would continue to invest in our event to make it better. Now you have even more reasons to come down to Fun Fest and join us!

Attached is our new application with a reduced fee schedule; a copy of the Fun Fest Rules for your review; a Hold Harmless Agreement for your signature and the press release that is already circulating about the event. To be considered, we must have your completed items to us at least a week prior to the first date you want to be at Fun Fest. All required items should be provided at the time of submission along with your fees in order to hold your dates. Vendors that require insurance (see your packet rules) must provide proof of compliance before you will be allowed to participate. Please contact us with any questions and we will do our best to assist.

As Wakulla County's premier, ongoing event, Fun Fest continues every other Friday in Hudson Park, the heart of Crawfordville, Florida. Our event runs through December. Please note our new starting time as Fun Fest now starts at **4 PM** and runs till **8 PM**. Admission is free to the public. Our new times allow more folks to join us after work. Fun Fest continues to be well promoted with a huge billboard up along highway 319 touting the event; ongoing media coverage and advertising by North Florida's fastest growing radio station and new home of Tampa Bay Buccaneers football, Freedom 93 FM; guest hosts and emcees throughout the year; coverage in the Wakulla Times and other media outlets as well. We also have great entertainment to keep folks at the event and keep them coming back.

Events like Fun Fest take a lot of planning and support from the community; but also require Great Vendors just like you! To grow Fun Fest into the ongoing event Wakulla County residents will call their own, we need your participation. We've done our part to make this an event you can be a part of, so please spread the word to those within your industry and business networks. Together we will create a fantastic event that serves Wakulla County's needs and your business as well. For questions, please contact **Bassett Promotions** at (877) 7-EVENT-1 (that's 877-738-3681) or send us an email at [info@WakullaFunFest.com](mailto:info@WakullaFunFest.com)

From all of us – our sincere thanks for your interest,



**Eliza Bassett**  
President



**Bill Bassett**  
Event & Talent Manager



**Eric Sweeney**  
Promotions Manager



**Liz Hawkins**  
Operations Manager





## FOOD TRUCK / VENDOR APPLICATION

**Name of Vendor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ **Cell:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Facebook:** \_\_\_\_\_

**Please indicate the size of your food truck / vendor space desired:**

<b>Food Truck:</b>		<b>Tent Setup:</b>	
<input type="checkbox"/> Single Food Item:	\$ 40.00	<input type="checkbox"/> Single Food Item:	\$ 40.00
<input type="checkbox"/> Up to 15'	\$ 50.00	<input type="checkbox"/> 10' x 10'	\$ 50.00
<input type="checkbox"/> 16' to 30'	\$ 60.00	<input type="checkbox"/> 10' x 20'	\$ 60.00

**If you require a tent (rental) and booth setup for your date(s). We can provide one (1) 10' X 10' tent, one (1) 6' table, and two (2) chairs for the following rates:**

1<sup>st</sup> Date: (One Time) \$ 250.00       Additional Dates: \$ 50.00 each

**Please select the dates you would like to participate in at Wakulla Fun Fest:**

<input type="checkbox"/> July 3, 2015	<input type="checkbox"/> September 11, 2015	<input type="checkbox"/> November 20, 2015
<input type="checkbox"/> July 17, 2015	<input type="checkbox"/> September 25, 2015	<input type="checkbox"/> December 4, 2015
<input type="checkbox"/> July 31, 2015	<input type="checkbox"/> October 9, 2015	<input type="checkbox"/> December 18, 2015
<input type="checkbox"/> August 14, 2015	<input type="checkbox"/> October 23, 2015	
<input type="checkbox"/> August 28, 2015	<input type="checkbox"/> November 6, 2015	

Check     Money Order     Credit Card (Add 5% convenience fee)     PayPal

\* Once approved, you will be contacted for payment via credit card or PayPal.

**\*\* The fees stated above are PER EACH event date.                      Total Enclosed: \$ \_\_\_\_\_**

- If your application is not accepted, your money will be refunded. However, **no refunds of the registration or rental fees will be made once you have been accepted as a participant.** If a date or multiple date(s) requested are not available/awarded, the applicable fees for the date(s) not available/awarded will be refunded.
- Priority consideration will be given to local organizations, businesses, individuals and vendors who have provided satisfactory service at previous festivals.
- Vendors will be selected with the goal of providing a wide variety of foods.
- Originality in a vendor's menu will be considered in making selections.
- The Committee reserves the right to limit the number of vendors serving any types of specific items of food or arts & crafts.



## FOOD TRUCK / VENDOR APPLICATION

### PLEASE READ THE FOLLOWING CAREFULLY:

- All vendor fees must be paid in full prior to the event. Checks can be made out to Bassett Events, LLC and mailed to 52 Bunting Drive, Crawfordville, FL 32327.
- Vendor fees help cover all related event costs, including but not limited to: park usage fees, public works staff, ground maintenance, road closures, trash/recycling, applicable permits, electrical use, county required fees, and other miscellaneous fees associated with the event.
- Vendor space is limited. Therefore, applications will be accepted on a first-come-first served basis. For late entry, please call (877) 7-EVENT-1 or (877) 738-3681.
- All Applications are to be accompanied with a menu, two (2) photos of your food truck / booth, two (2) photos of merchandise or food, and a check or money order. Vendors will not be accepted without vendor fees. Vendors will be emailed when feasible when they are approved for Wakulla Fun Fest.
- If you have paid to be a vendor and do not attend, you will be considered a “No Show” and will NOT receive a refund of fees paid or any alternate date(s).
- If you have paid to be a vendor and cancel within seven (7) days prior to the event, you will NOT receive a refund of fees paid or any alternate date(s).
- If weather becomes a factor, the event will NOT be canceled until the actual day of the event. Do NOT assume a date is cancelled unless you have been contacted by a Wakulla Fun Fest official to let you know of any changes/cancellations. All vendors affected by weather cancellation will be offered credit towards a future date this year or next year.
- Be prepared for the weather; rain, wind or sun. Bring bug spray, everything is outdoors.
- If a vendor is caught selling product(s) that were not approved on the vendor application or by event staff, then the vendor will be considered in violation and can be removed from event(s) without any refund or proration of fees paid.
- Encroachment on adjacent spaces or moving to a different space without approval from Wakulla Fun Fest Committee may result in immediate booth closure and forfeiture of any paid fees.
- If a vendor is rude or disrespectful to the public, event staff, or other vendors – they WILL BE removed from the event without any refund or proration of fees paid and WILL BE banned from all future dates.
- Vendors are responsible for their own business related requirements (ie: state licenses, permits, insurance, etc.)
- Vendors will be responsible for collecting and paying the Florida sales tax.
- Vendors will be responsible for maintaining constant booth cleanliness and leaving the site clean. Booth wastewater and/or grease must be contained and disposed of elsewhere, NOT on park grounds. Please place other garbage in the park’s designated trash containers.
- Vendor space(s) is to contain tie downs, trailer tongues, pop-up windows, etc.
- No alcohol, firearms, fireworks, sparklers, drug paraphernalia, hazardous items/materials, etc. will be allowed on site at event.
- Vendors may not sell T-Shirts of any kind.
- No radios, tape players, or loud speakers allowed at event.
- No pets will be allowed, with the exception of licensed service animals.
- Must arrive at least an hour before the start of the event.
- Do not leave booth unattended. You may only be 5’ from your booth at any given time.
- All vehicles other than food trucks must be removed from the park grounds by 3:30PM.
- Vendors are obligated to remain open during festival hours which are 4:00PM to 8:00PM unless otherwise notified by Wakulla Fun Fest Committee.



## FOOD TRUCK / VENDOR APPLICATION

### FOOD TRUCK / VENDOR REQUIREMENTS:

- All food vendors must have current general liability insurance with a minimum coverage of \$100,000. A certificate of insurance is required which includes Bassett Events, LLC and Wakulla County of Florida as an additional insured. Food vendors must provide proof of liability insurance when submitting an application.
- Supply all booth needs (i.e. 10' x 10' clean tent(s), chair(s), table(s), 100' extension cord, table cloth(s), operational fire extinguisher, generator(s), etc.)
- All menu items and their corresponding prices must be posted for public view the day of the festival. Vendors must sell ONLY the items listed on the application and accepted by the Committee. Vendors will be notified regarding accepted menus.
- All food vendors must comply with state health rules and requirements. A representative will be on site to inspect booths before the festival opens.
- All food vendors will be responsible for having a current State of Florida license from the Florida Department of Business and Professional Regulation (DBPR) or The Florida Department of Agriculture. Any vendor not currently licensed through DBPR will be required to obtain a temporary-event food license through DBPR or the Department of Agriculture.
- Food vendors operating under a restaurant's license must have a copy of the license posted at the site.
- No posters, flyers, or promoting of other competing events.
- Vendors must remain in their booth area to conduct sales. No walking amongst crowds to solicit.

### GENERAL RELEASE OF CLAIMS & HOLD HARMLESS AGREEMENT

**Bassett Events, LLC** and **Wakulla County of Florida** reserve the right to remove any misrepresented or inappropriate material or persons from the festival grounds and area. Non-compliance with the **Wakulla Fun Fest** regulations will result in forfeiture of booth/vendor space and immediate closure by **Wakulla Fun Fest Committee**, and NO refund of any fees paid will be provided.

In consideration of participating in a **Wakulla Fun Fest** event, I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_, do hereby release and forever discharge **Bassett Events, LLC** and **Wakulla County of Florida** and its members, employees, officers, agents, servants and sponsors from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by me or my organization in consequence of participating in the **Wakulla Fun Fest** event(s).

This release extends to, applies to, covers and includes all known, unknown, disclosed, unforeseen, unanticipated and unsuspected injuries, damages, losses and liabilities, and the consequences thereof, notwithstanding the provisions of any state, federal, local or territorial law or statute to the contrary. Such provisions are hereby expressly waived.

It is further understood and agreed that my participation in **Wakulla Fun Fest** is not to be construed as an admission of liability or the assumption of any responsibility by **Bassett Events, LLC** and **Wakulla County of Florida** and its members, employees, officers, agents, servants & sponsors for the personal acts or omissions by me or those of my organization.

I hereby agree on behalf of my heirs, executor, administrators and assigns to indemnify **Bassett Events, LLC** and **Wakulla County of Florida** and its members, officers, agents, servants and sponsors, jointly and severally and hold harmless from and against any and all actions, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by reason of my participation in **Wakulla Fun Fest**.

In addition, I also acknowledge that I have read, understand and agree to all rules and requirements as stated in this vendor packet.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_