



Kissimmee Main Street Program, Inc.

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KOWTOWN FESTIVAL VENDOR APPLICATION
 Saturday, March 20, 2010 11:00 AM – 5:00 PM
 Toho Square – Historic Downtown Kissimmee

Print Name:		Phone:	
Business Name:		Cell:	
Address:		Fax:	
City, State, Zip:		Email:	

Fees are outlined below for vendor spaces with and without electricity. Electricity is \$25.00 per space. Electricity is not to exceed 15 amps. A **very** limited number of spaces providing electricity are available on a first come, first served basis. **VENDORS ARE ENCOURAGED TO BE SELF-CONTAINED AND SUPPLY THEIR OWN POWER SOURCE.**

Vendor acceptance is at the discretion of the Kissimmee Main Street Promotions Committee

***** **Application deadline is 2 weeks before an event--first come, first served.** *****

We prefer knowing you are coming as soon as possible so we can prepare the street plan in advance.

Spaces are 12' X 10'— if using a canopy, please bring weights to tie your tent down in case of high winds or storms.

Indicate the number or spaces and electrical outlets needed	Total Due
___ Art/Craft vendor space x \$20 per space + ___ Electrical outlets x \$25 per outlet =	\$
___ Plant vendor space x \$30 per space + ___ Electrical outlets x \$25 per outlet =	\$
___ Merchandise vendor space x \$30 per space + ___ Electrical outlets x \$25 per outlet =	\$
___ Food vendor space x \$50 per space + ___ Electrical outlets x \$25 per outlet =	\$

*Non-profits receive \$5 off per corresponding space fee with proof of status

*Late entries will be charged a \$5 late fee if accepted — choosing to accept late entries will be at the discretion of Kissimmee Main Street

Cash Check # _____ (Payable to Kissimmee Main Street) Money Order

Credit Card MC _____ Visa _____ Discover _____

Name on Card _____

Signature _____

Card # _____ Ex Date _____

Billing Address _____

City/State/Zip _____

ADDITIONAL REQUIRED DOCUMENTS/INFORMATION

Food Vendors:

Please provide/submit a complete menu and price list of items to be sold

Merchandise & Craft Vendors:

Please provide/submit a complete list and photos of non-food items to be sold

Plant Vendors:

Please provide/submit proof of registration as a nursery or nursery stock dealer provided by the State of Florida Department of Agriculture

By signing this application I agree to abide by all rules set forth in the Kissimmee Main Street Event Vendor Rules, Federal, State, and City regulations, and I understand that failure to comply may result in forfeiture of booth space(s) and fee(s).

Print Vendor's Name

Vendor's Signature

Date

NO REFUNDS ❖ NO CARRY-OVERS ❖ NO RAINCHECKS

YOU WILL NOT BE PERMITTED TO TEAR DOWN OR BRING A VEHICLE INTO THE SECURED AREA UNTIL THE END OF THE EVENT!

PLEASE RETAIN A COPY OF BOTH PAGES FOR YOUR RECORDS

KISSIMMEE MAIN STREET EVENT VENDOR RULES

A. APPLICATION PROCESS

DEADLINES: Applications must be complete, including signature and the appropriate fees.

Vendors may submit one (1) application for multiple events. Incomplete applications will be returned to vendor. Applications must be received no later than fourteen (14) days prior to each event. Photographs and/or attachments will not be returned unless vendor provides a self addressed stamped envelope.

APPROVAL: Applications will be approved or denied based on event needs, space availability and/or amount of duplicated products. The submittal of an application does not guarantee acceptance into any event. All decisions are at the discretion of Kissimmee Main Street. Kissimmee Main Street has a right to deny or cancel any application that does not meet its expectations and/or guidelines. Kissimmee Main Street does not guarantee exclusivity.

NOTIFICATION: Upon application approval, Kissimmee Main Street will send written notification to the vendor within fourteen (14) days of the event. Vendors requiring an immediate response may contact Kissimmee Main Street at 407-846-4643.

DENIAL: If an application is denied Kissimmee Main Street will notify the vendor within fourteen (14) working days upon receipt of the application and all monies will be returned.

REFUNDS/CANCELLATIONS/EARLY DEPARTURES: There are NO refunds for approved vendors. Approved vendors that cancel, are a no show or leave early will forfeit application fee(s) and all future events for that year. The Kissimmee Main Street has no control over weather conditions and is not obligated to refund any event that is affected.

APPLICATION: Vendor fees and spaces are non-transferable. Vendors signing the application are responsible for the booth and contents. No one will be permitted to apply, sign or pay for the 3rd parties. Double booths must be assigned side by side. All payments by check must meet the following criteria: (1) No temporary checks (checks must be imprinted with Name, Address, and Telephone).

B. GENERAL RULES FOR ALL VENDORS

BOOTH SPACE: All spaces must have a canopy, tent or self-contained trailer. Each individual booth space is 12' x 10'. Vendors requiring more than a 12' x 10' space must purchase additional spaces - one vendor per each 12' x 10' space.

BOOTH REQUIREMENTS: Vendors must operate from under a flame retardant canopy or from a self contained trailer. Pushcarts, umbrella stands, display tables and strolling vendors must be pre-approved. Vendors must provide tent, tables, chairs, dollies, non-electrical lighting and other operational equipment. Electrical hookup may be rented for an additional fee. Electrical hookups are limited via quantity/location. No pets allowed other than ADA service animals.

BOOTH RELOCATION: Vendors will be pre-assigned a 12' x 10' space. Trading or relocating assigned spaces is not permitted. Significant penalties up to and including cancellation will apply.

SET-UP: Vendors may park in the Pleasant Street parking lots surrounding Toho Square. Vendors must check in at the Kissimmee Main Street booth and be set-up no later than one hour prior to the start of the event. Vendors arriving after the deadline will not be accommodated.

SALES TAX: Vendors will comply with Department of Revenue tax collection guidelines. **Contact the Division of Collection and Enforcement at 407-741-4648 for Tax information and appropriate forms. Kissimmee Main Street is not responsible for tax collection.**

ALCOHOLIC BEVERAGES: No alcohol may be sold or consumed by vendors on City property without prior approval from Kissimmee Main Street.

INVENTORY LIST: Vendors are limited to selling inventory listed and approved on their application. Kissimmee Main Street reserves the right to deny the sale of inventory it deems unacceptable or inappropriate. The selling of illegally replicated CD's or DVD's or other inventory is not permitted.

LIABILITY WAIVER: Vendors agree to discharge the Kissimmee Main Street, its employees, volunteers, and sponsors from any suits or claims based on property/possession loss or damage. Vendors agree to comply with the rules set forth or implemented on the day of the event. Kissimmee Main Street reserves the right to revise any rule for the betterment of the event and/or customers.

EXCLUSIVITY: Vendors will be notified of any exclusivity agreements pertaining to food sales (beverage, ice, etc.) Vendors must abide by these agreements.

INSPECTION: Kissimmee Main Street reserves the right to inspect any vendor's booth space at anytime to enforce all rules and regulations.

DECORATIONS: Vendors are encouraged to decorate booths according to the event theme.

MERCHANDISE: Kissimmee Main Street will preview/confirm vendor inventory for sale. Merchandise vendors are selected based on relevancy. Kissimmee Main Street does not allow solicitation, strolling sales or anything of the like.

C. FOOD VENDORS ONLY

INSURANCE: Approved food vendors must provide a \$ 1,000,000 liability insurance certificate identifying **Kissimmee Main Street Program, Inc.** and the **City of Kissimmee** as co-insured or additional insured for the event date. Certificates that identify the City as "Certificate Holder" do not insure Kissimmee Main Street or the City of Kissimmee and will **NOT** be accepted. Kissimmee Main Street must receive an appropriate insurance certificate from the vendor no later than fourteen (14) calendar days prior to the event. Failure to provide the certificate will result in the vendor's loss of booth space and fee.

WATER/ELECTRICITY: Water and 110 volt/20 amp electrical outlet requirements must be requested on application.

ENVIRONMENTAL REQUIREMENTS: Food vendors may not sell/dispense any products in glass containers. All food waste must be disposed of properly.

FIRE DEPARTMENT REQUIREMENTS: Food vendors operating from a canopy may utilize grills, griddles or other flame/grease apparatus directly under the canopy. All canopies/tents must have a fire retardant certificate and all cooking apparatuses must be in a closed and secure area within the vendor's assigned space. Food vendors must have a 2A 40 BC fire extinguisher available at the cooking area.

STATE REQUIREMENTS: Food vendors must follow all the rules set forth in the Guidelines for Temporary Events produced by the Florida Department of Business and Professional Regulations Division of Hotels and Restaurants. For a copy of the guidelines, please contact their office at ph: 850-487-1395 or fax: 850-488-1514. Address: 1940 North Monroe St., Tallahassee, FL 32399-1011. The inspectors will come out to the events to license and inspect all food vendors and charge a licensing fee. **ALL FOOD MUST BE PREPARED AND COOKED ON-SITE TO MEET**

STATE GUIDELEINES. Non-profit organizations are exempt from the fee but must meet all requirements and present their 501-C-3 form.

Responsibility to meet all of these requirements is the sole responsibility of the food vendors.

D. IMPORTANT INFORMATION

Vendors must retain a copy of this sheet for reference. For more information or clarification, please contact Kissimmee Main Street at 407-846-4643. For a vendor application packet, send a self-addressed stamped envelope to Kissimmee Main Street, Promotions Committee, 421 Broadway, Kissimmee, FL 34741.