

28th ANNIVERSARY ST. STEPHENS ART SHOW
ST STEPHENS EPISCOPAL CHURCH CENTENNIAL
FEBRUARY 18-20, 2017
SHOW HOURS 9:30AM - 6PM



FOOD VENDOR APPLICATION & AGREEMENT

This application contract entered into this _____ day of _____, 2016/2017, is between:

-----, a Food Vendor, and St Stephen's Art Show.

Whereas the vendor applies to occupy a 10' X 10' booth space / or cart space on said premises subject to the terms and conditions contained herein and as attached, will submit required materials for selection by food committee.

1. Upon acceptance, vendor agrees to occupy assigned area for the entire 3 days of the show.
2. The vendor agrees to have preparation areas set up and ready for business by 9:30 AM and operate until the end of the show's business day at 6:00 pm, all 3 days of the show.
3. Vendor agrees to a contractual fee of \$ 900.00 for one 10 x 10 booth space or \$ 600.00 for one 6x8 cart space. Checks will be deposited upon acceptance to the show.
4. Due to space limitations, no trailers will be permitted. For restock but trucks and trailers unhooked and serving as "tent" area is acceptable within the space areas designated here.
5. Vendor agrees to pay \$ 75.00 for electrical hook up as requested and will provide electrical extension cords. Generators will not be accepted without the permission of the show director. Water hook up is available at no cost.
6. Vendor must attach with application, proof of liability insurance in the amount of \$ 500,000, a photograph of your booth set up and a *SASE. Upon acceptance, the vendor must name "St. Stephen's Church / Art Show" as "Additional Insured" on insurance policy and send or fax a copy of the amended policy to the show office before February 1st, 2016 or they will not be allowed to set up.
7. Vendor agrees to sell only the items approved by the committee and listed at the prices specified. This is important as we are loyal to each vendor to provide exclusivity and thus successful sales.
8. Vendor must clearly display booth signage and a menu board with available products and price list. All employees agree to be properly attired at all times. Vendors and employees will not be permitted to drink alcoholic beverages during Festival hours.
9. The show will provide trash containers lined with garbage bags (sturdy plastic trash bags) for vendors and vendors will be responsible for keeping their area clean throughout the show hours. Vendors are responsible for the proper disposal of any hazardous cooking related waste including grease and/or oil. Full garbage bags must be tied and placed in designated pickup area. Vendor must clean area at the close of each business day.
10. Each vendor must individually comply with State of Florida sales tax regulations as well as all local licenses, fees, health codes, hand washing stations, appropriate refrigeration and permits required, prior to the show.
11. The City of Miami Fire Department requires all booths and equipment to meet uniform fire codes for a tent, canopy or other temporary structure. Vendor will be responsible for securing a regulation fire extinguisher in the booth at all times during the show.

FOOD VENDOR APPLICATION

2750 McFarlane Road - Coconut Grove, Florida - 33133

T. 305 648 0056 F.305 448 2153

www.artshowss.org - daisy@sseds.org

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12. Vendor will solely be responsible for the security and safety of vendor's personnel, cash, equipment, goods, inventory, supplies, or other property.
13. A copy of this agreement signed by both parties is notification of acceptance to the show. Vendor agrees to conform to all rules and will follow instructions by authorized personnel of this event, or vendor will be asked to leave the event immediately, forfeiting refund of rental space. Full payment must be received and cleared for booth assignment.
14. No refunds will be made for cancellations after acceptance into the show.
15. **Vendor set-up will be Thursday, February 16th from 2 pm to 6 pm.**
16. Grounds security will be provided Thursday, Friday, Saturday, and Sunday nights.

PLEASE COMPLETE THE APPLICATION IN FULL. IT WILL NOT BE PROCESSED IF INCOMPLETE.

Vendor Name _____

Contact Name _____

Phone _____ Cell/Beeper _____

Address _____

City _____ State _____ Zip _____

Tax Number _____ E-Mail _____

Phone _____ Cell _____

Vendor herein waives, releases, and discharges any and all claims for personal injury, illness or death, property damage or loss, which may result directly or indirectly from my/our participation. This release is intended to discharge in advance the St. Stephen's Church, promoters, coordinator, directors, producers, and sponsors of this event. Confirmation of space location, entrance passes and offsite parking information will be mailed to each accepted vendor prior to event. Use of the space is restricted to the vendor whose name appears on the application form. Subletting, selling, or giving of space to anyone is prohibited. Any breach of this rule forfeits the rights of the applicant.

Vendor Signature _____ Date _____

Show Director _____ Date _____

ITEMS: _____ PRICE: _____

_____ PRICE: _____

_____ PRICE: _____

_____ PRICE: _____

____ Booth Space(s) at \$ 900

____ Cart Space(s) at \$ 600

____ Electricity Needed at \$75

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TOTAL ENCLOSED \$ _____

Please send your Check or Money Order payable to: ST. STEPHEN'S ART SHOW by November 1st, 2016. For inquiries call Daisy Lewis at (305) 648-0056 or email daisy@sseds.org.

Food Vendor Application Check List:

- Signed and completed application
- Check or Money order for booth/cart/electric fees
- Certificate of Insurance
- Photo of booth