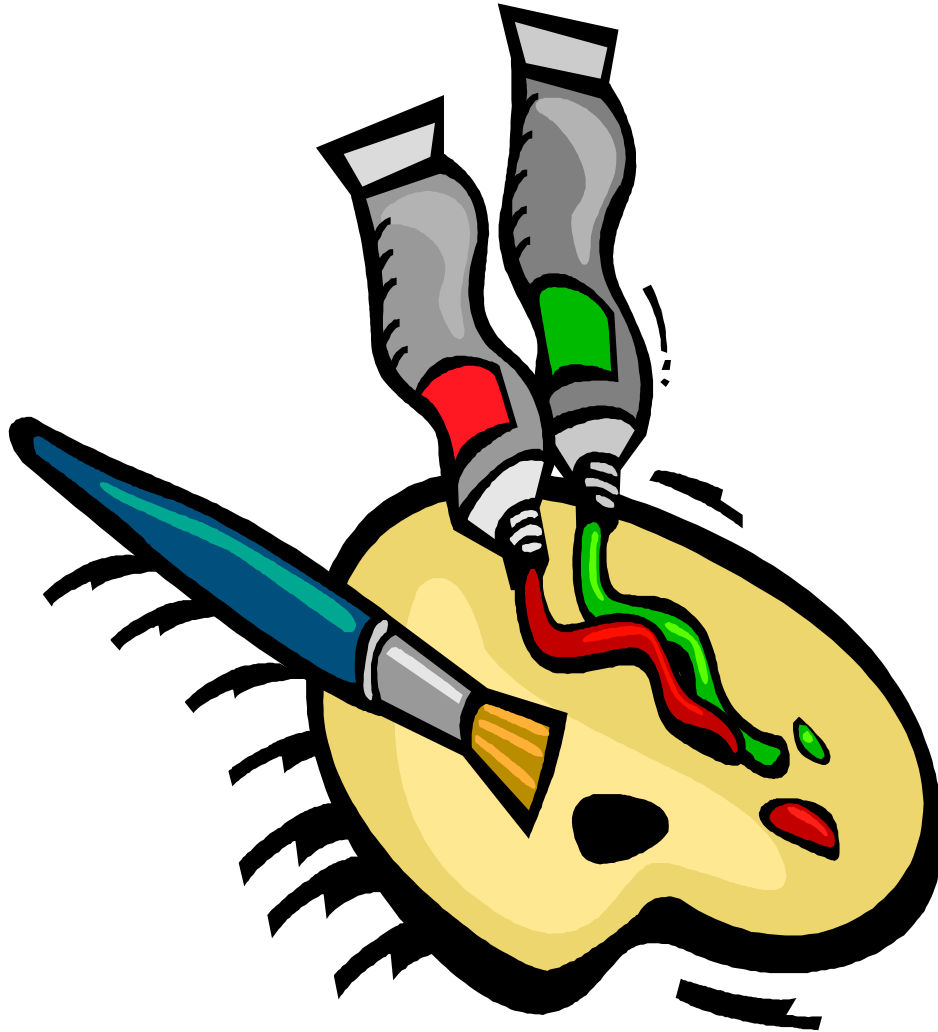


2019 Celebrate America

**Arts/Crafts/Exhibitors Application
Application Deadline: May 10**



**Event Date: July 4
Tom Brown Park
Tallahassee * Florida**

**Celebrate America
Arts/Crafts/Miscellaneous
Application Deadline: May 10, 2019**

Applying does not automatically guarantee acceptance to participate in Celebrate America. The Executive Director (hereinafter 'Director') will carefully review all applications and will determine acceptance to participate based upon product quality, appropriateness/uniqueness and space availability. The Special Events Division reserves the right to accept or deny any application for any reason. Payment in full must accompany application or application will not be accepted. Please complete the following and return with all required fees and documentation (see Rules & Regulations for documentation specifications). Faxes will not be accepted. Please print or type and return via US Mail or hand deliver to Mario Palmentieri, 1201 Myers Park Drive, Tallahassee, FL 32301:

Name: _____ Company: _____
 Contact Person: _____ Title: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone: () _____ Cell: () _____ Fax: () _____
 Email (required): _____

In the space below, please itemize all items, including prices that you wish to sell at your Celebrate America booth location – be specific. All items must have the final approval of the Committee. Use additional paper, if necessary:

DESCRIPTION OF CRAFT	PRICE

Celebrate America provides only the space for your set up. You are responsible for all items, including tent/tarp, tables, chairs, battery-powered lighting. Generators must be approved by the Special Events Division. Electricity will not be provided to Arts/Crafts vendors. Vendors may use battery-operated lights/lamps, Coleman lanterns, etc. Candles and other open-flame lighting are not permitted. Only FOOD vendors approved by the Special Events Division may sell or hand out for free any food and beverage items (absolutely NO alcoholic beverages can be consumed, sold or handed out for free by any vendor). NOTE: All Celebrate America activities are subject to change or cancellation. Notification of change or cancellation will be submitted accordingly.

Fees: \$95.00 10' space/\$100 15' space/\$105 20' space – Credit cards cannot be accepted
(Make checks payable to: Tallahassee Friends of Our Parks Foundation, Inc.)
No refunds will be given for inclement weather

The following information will help to determine your placement, if you are accepted to participate in Celebrate America. Please be thorough in your answers:

TENT/TRAILER SPECIFICATIONS	DISPLAY SPECIFICATIONS	LIGHTING
TENT: Length: _____ Height: _____ Width: _____ #Side Panels: _____ TRAILER: Length: _____ Height: _____ Width: _____ #Awnings: _____	# Tables: _____ Length: _____ #Chairs: _____ Describe how you will display your goods: _____ _____ _____	REMINDER: OPEN-FLAME LIGHTING IS NOT ALLOWED. #Coleman Lanterns: _____ #Battery-operated Lanterns: _____ Other: _____ _____

Office use only:

Date application received: _____ Payment received: \$ _____ Cash: \$ _____ Check #: _____

**City of Tallahassee
Liability Disclaimer
Celebrate America**

The City of Tallahassee does not provide liability insurance for the protection of participants, spectators, merchants or others who participate in Celebrate America activities.

In consideration of being permitted to participate in such activity, the participant does hereby release and forever discharge the City of Tallahassee, its officers, officials, employees and agents, jointly and severally from any and all actions, cause of action, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participants, merchants, spectators, or others in consequence of participating in City of Tallahassee Celebrate America activities. This waiver and release expressly include any action, cause of action, claim or demand based upon any act, omission or negligence by the City of Tallahassee its officers, officials, employees or agents.

This release extends and applies to, and covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands injuries or damages which are unknown or unsuspected to the person executing such release at the time of such executive, are hereby expressly waived.

I hereby agree on behalf of my heirs, executors, administrators and assigns to indemnify the city of Tallahassee, its officers, officials, employees and agents and all members and officials of the Celebrate America Committee, jointly and severally, and to hold the same 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 them or claimed against them by reason of my participation in Celebrate America. This hold harmless and indemnity provision expressly includes any action, cause of action, claim or demand based upon any omission or negligence by the City of Tallahassee, its officers, officials, employees or agents.

Signature, Authorized Representative/Applicant

Date

Print, Authorized Representative/Applicant

Phone

**Signature, Parent or Legal Guardian (if under
18 years of age)**

Print, Parent or Legal Guardian

As an authorized representative of (print name) _____, I affirm that I have read the enclosed Rules, Regulations and Guidelines and other pertinent information accompanying this application and have duly informed my employees, volunteers, representatives, agents, etc. of the information contained herein. I understand that refunds will not be given for inclement weather.

Signature, Authorized Representative/Applicant

Date

Please keep a copy of your application for your records. Also, retain the following Rules & Regulations for reference – do not return with your application.

**Celebrate America
Arts/Crafts/Miscellaneous Rules and Regulations
(Do not return this portion of the application with your application)**

1. Application deadline: May 10, 2019. All Arts & Crafts applications received after the deadline will be assessed a \$25.00 non-refundable Late Fee. All fees received after May 10 must be paid in cash or by money order or cashier's check. Personal checks will not be accepted after the deadline date.
2. All fees are non-refundable after May 28. If you cancel prior to May 28, you will be assessed a non-refundable \$25.00 Cancellation Fee, which will be deducted from your original entry fee. Please notify the Special Events Division by US Mail or email (Mario.palmentieri@talgov.com) that you wish to cancel and allow 4-6 weeks for your refund (less the \$25.00 Cancellation Fee).
3. **Refunds will not be given for inclement weather.** Fees cannot be carried over to the following year.
4. Checks returned for non-sufficient funds must be made good by June 4. A \$30.00 Service Fee will be assessed in addition to the entry fee. All fees must be paid in cash or by money order or cashier's check. Personal checks will not be accepted.
5. All vendors are required to submit the following documentation with their applications:
 - a. A copy of their current State of Florida Resale Certificate for Sales Tax– for information, please call the State of Florida Department of Revenue at (850) 414-8596.
6. Please return via US Mail or hand deliver completed application, entry fee and all required documentation to: Mario Palmentieri, 1201 Myers Park Drive, Tallahassee, FL 32301. Faxes cannot be accepted.
7. All vendors are responsible for collecting and reporting Florida sales tax.
8. You may only sell the items that were listed on your approved application. Items may not be adjusted or changed without prior written consent of the Special Events Division. You may sell only within your assigned area. No roving will be permitted.
9. All exhibitors/vendors are prohibited from consuming, exhibiting, selling, handing out for free or demonstrating, knives, firearms, fireworks, tobacco products, alcohol, illegal drugs, drug paraphernalia, controlled substances, etc. Posters and/or any other printed materials, samples, coupons, mementoes, etc., in support of the above-mentioned items are also strictly prohibited from display or handout. Those exhibitors/vendors, their volunteers, employees, agents, representatives, etc., will be asked to leave the premises and will not be invited to participate in future Celebrate America activities. Refunds will not be granted.
10. You may set up your tent in your assigned area on July 3 between 3:00-pm and 6:00 pm. It is recommended that you set up your tables, chairs, displays on the morning of July 4. Neither Tallahassee Parks, Recreation & Neighborhood Affairs (hereinafter PRNA) nor the City of Tallahassee will be responsible for items, personal or otherwise, left overnight at Tom Brown Park. You may begin setting up on event day beginning at 7:00 am.
11. **Pepsi is Celebrate America's official soft drink and bottled water sponsor. Should you bring your own sodas and water for personal use during the event, you are required to make them a Pepsi product. Only food vendors approved by the Special Events Division can sell or hand out sodas, sport/energy drinks and bottled water. You can purchase sodas and water on site from the Pepsi representatives.**
12. On event day, all vehicles must be moved out of the festival area and moved to the vendor parking lot no later than 3:00 pm. Exhibitors/vendors will have a reserved parking lot. Security will not allow any vehicles to enter the festival area after 3:00 pm.
13. Animals are not allowed in Tom Brown Park on July 4 except for certified service animals.
14. All vendors are required to provide and have readily available their own certified and tagged fire extinguisher inside their tent/booth.
15. All vendors must have a first aid kit on hand inside their booth.
16. For safety, vendors must use fluorescent flagging tape to identify tent staking guy wires.
17. For safety, vendors must completely cover/wrap all exposed ground stakes and cords/wires.
18. All vendors are responsible for providing their own workers/volunteers to man and operate the booth at all times throughout the event. Neither PRNA nor the City of Tallahassee will be responsible for damages or theft of any manned or unmanned operations.

19. The City of Tallahassee, its employees, event sponsors and volunteers are not responsible for neglect, damage to your booth, theft, personal bodily injury to you, your employees, your representatives, your volunteers or your guests or damage caused by inclement weather while participating in Celebrate America. This includes traveling to and from the event, pre-event setup, during the event and post-event teardown.
20. Neither PRNA nor the City of Tallahassee will not be responsible for any items, personal or otherwise, left at Tom Brown Park after the event.
21. *If selected, your participation as a Celebrate America vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation.* PRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only.
22. All Celebrate America proceeds will benefit the Tallahassee Friends of Our Parks Foundation, Inc., a 501 (c) 3 non-profit organization. Please retain a copy of your application for tax purposes.

Arts/Crafts/Miscellaneous Application Checklist

- ✓ Completed Application
- ✓ Entry fee in full
- (Make checks payable to: Tallahassee Friends of Our Parks Foundation, Inc. (or, FOOP))
 - ✓ Signed, dated Liability Disclaimer
 - ✓ Copy of State of Florida Resale Certificate for Sales Tax

Important Dates and Facts to Remember (please review the Rules & Regulations for further information):

- ☺ Festival Date: July 4
- ☺ Application Deadline: May 10
- ☺ \$25 Non-Refundable Late Fee in effect after: May 10 (all fees received after deadline must be paid in cash, money order or cashier's check)
 - ☺ \$25 Non-refundable Cancellation Fee in effect prior to: May 28 (deducted from entry fee)
 - ☺ All fees non-refundable after: May 28
- ☺ Checks returned for Non-sufficient funds must be made good by: June 4 (\$25 fee in addition to entry fee – all fees must be paid in cash, money order or cashier's check)
 - ☺ **No refunds will be given for inclement weather**

Event Reminder

- ☺ All tents must have flame-retardant tags
 - ☺ Only one booth per vendor
- ☺ All vendors must have certified fire extinguishers – minimum 10BC with certified tag
 - ☺ All vendors must have a first aid kit available
- ☺ Vendors and their employees must remain within their assigned area and may not sell outside of their assigned area. Roving to sell or solicit business is strictly prohibited

QUESTIONS?

Mario Palmentieri, Special Events Supervisor

(c) (850) 509-0785 (w) (850) 891-3879

Email: Mario.palmentieri@talgov.com Web Site: talgov.com

Make checks payable to:
Tallahassee Friends of Our Parks Foundation, Inc. (or, FOOP)

Mail application and payment to:
 Mario Palmentieri, SE Division
 Celebrate America Arts & Crafts
 1201 Myers Park Drive
 Tallahassee, FL 32301

Thank you for making the Celebrate America a part of your holiday activities!

All Celebrate America components and activities are subject to change or cancellation.

Important Notice: Due to the Homeland Security Advisory System, all activities, events, and other Celebrate America components are subject to change or cancellation. Notification of such changes or cancellations will be submitted accordingly.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests must be made to the event coordinator seventy-two (72) hours prior to the event.

PRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only." *If selected, your participation as a Celebrate America food vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation.*

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.