



2012 Blue Crab Festival Commercial Resale Vendor Application



The Blue Crab Festival Committee would like invite you to participate in this year's celebration in Palatka during the Memorial Day Weekend. As always the festival will be held along the banks of the St. Johns River and the winding streets of downtown Palatka. Last years festival drew crowds in excess of 275,000 people. And with your help we plan to top these numbers again!!

Festival Dates and Hours

Set-up Friday	After 6:00 PM	May 25, 2012
Set-up Saturday	6:00am - 10:00am	May 26, 2012
Festival - Saturday	10:00am - 7:00pm	May 26, 2012
Festival - Sunday	10:00am - 7:00pm	May 27, 2012
Festival - Monday	10:00am - 5:00pm	May 28, 2012

Company Name _____

Vendor Name _____

Address _____

City, State, Zip code _____

Home Phone: _____ Cell Phone: _____

FL Sales Tax or Social Security Number _____

Three photos of your booth. THEY WILL NOT BE RETURNED.

DESCRIPTION of YOUR BOOTH

Please describe your booth and give ACCURATE MEASUREMENTS. The size that you list will be the size allowed at the festival. There will be no exceptions to this, so please be accurate.

ITEM DESCRIPTION

Please describe items that you plan on selling. Use additional sheet if necessary.

RELEASE

I do hereby release the BLUE CRAB FESTIVAL COMMITTEE, DOWNTOWN PALATKA INC., and the CITY of PALATKA from any and all liability of any kind for any loss damage of injury of myself, my staff or my merchandise and/or equipment during my participation in the Blue Crab Festival. I further agree to hold harmless, defend and indemnify the BLUE CRAB FESTIVAL COMMITTEE, DOWNTOWN PALATKA, INC., and CITY of PALATKA against all claims, losses, damages or liability of any kind including cost and attorney fees arising out of my participation in the Blue Crab Festival. I have read all the rules governing the Blue Crab Festival and Agree to abide by them.

Display Vendor Signature

Date

BCF Display Vendor Chairman Date

BOOTH FEES

All commercial and display booths will be 10' x 16' in size

BOOTH FEE..... \$100.00

(Plus electrical fee (if required), this DOES include sales tax)

*****NO CHECKS WILL BE ACCEPTED*****

All fees are to be remitted in money orders and made payable to

BLUE CRAB FESTIVAL

All fees are required in full with applications. Please note: IF YOUR APPLICATION IS INCOMPLETE, OR YOUR BOOTH FEES ARE NOT REMITTED WITH YOUR APPLICATION WE WILL NOT CONSIDER YOU FOR PARTICIPATION IN THIS EVENT. THERE WILL BE NO EXCEPTIONS. **No cash or personal checks will be accepted at any time!**

Please remit to:
BLUE CRAB FESTIVAL
POST OFFICE BOX 1351
PALATKA, FL 32178
Phone 386-325-4406
FAX 386-312-8555

General Information for Commercial Resale Vendors

Please initial each item in the space provided acknowledging that you have read and understand each point and agree to abide by said listed rules.

_____ 1. CERTIFICATE OF INSURANCE

YOU MUST provide a certificate of General and Product Liability in the amount of \$500,000 naming the CITY OF PALATKA, DOWNTOWN PALATKA, INC., AND THE BLUE CRAB FESTIVAL as additional insured. ANY OTHER VERBIAGE THEN THAT LISTED AS ADDITIONAL INSURED ALONG WITH THE REQUIRED AMOUNT REQUESTED WILL NOT BE ACCEPTED. If you do not have insurance and wish to purchase our insurance policy please indicate on checklist and include an additional \$250.00 with your application to obtain coverage under the festival insurance policy.

_____ 2. STORAGE TRAILERS

The Festival has limited areas for storage trailers. For this reason all storage trailers must have a permit from the Festival. The permits *are* at no cost to the vendor, but must be applied for with your application. There will be a \$75.00 charge per trailer to provide electric if required. **YOU MUST HAVE YOUR OWN CORDS AND CONNECTIONS.**

_____ 3. MOBILE VEHICLES

DUE TO INSURANCE RESTRICTIONS THERE WILL BE NO MOBILE VENDOR VEHICLES ALLOWED ON FESTIVAL GROUNDS AT ANY TIME; THIS INCLUDES 4-WHEELERS AND GOLF CARTS. However, you may use pushcarts to transport your product.

_____ 4. VENDOR VEHICLES

Vendor vehicles must be removed from the streets prior to the festival start time and are NOT ALLOWED ON THE STREETS DURING THE FESTIVAL HOURS.

_____ 5. BREAK DOWN OF BOOTH

Vendors are not allowed to close their booth before the listed end of show times. Any vendor not in compliance or any vendor who breaks down their booth prior to the end of show on Monday at 5:00pm will not be eligible to return to the show the following year.

_____ 6. BOOTH SIZE

The size of the booth you are purchasing is 10' x 16'. You will not be permitted to use extra footage other than what is specified on your application. If you feel you need additional footage please let us know, additional footage will be sold at \$40 per foot.

APPLICATION FOR ELECTRICAL CONNECTION

All vendors requiring electrical power must complete this application. ALL CONNECTIONS MUST MEET LOCAL CODE AND WILL BE INSPECTED BY LOCAL AUTHORITIES.

We offer three levels of power with following prices:

TYPE	AMPS	VOLTS	SOURCE	PRICE
Minimum	Max. 4	110 volts	City Service	\$30.00
Basic	Max. 20	110 volts	BCF Service	\$50.00
Maximum	Max. 50	220 volts	BCF Service	\$100.00

RULES

1. All connections to Blue Crab Festival electrical power will be done by Festival Electrical Staff. **THERE WILL BE NO EXCEPTIONS.**
2. All electrical cords shall be 3-wire grounded and pass electrical inspection. Minimum size cord to be connected to Blue Crab Festival power is #12 gauge.
3. Vendors will supply their own extension cords and/pr power cables. If any extra electrical services are needed a licensed electrical contractor will be on location. Material and labor are the responsibility of the vendor.
4. There will be a member of the Blue Crab Festival electrical staff available to make connections or disconnections during the following times. Any other, times must be arranged.

<u>FRIDAY</u>	<u>Saturday</u>	<u>MONDAY</u>
2:30PM - 8:00PM	8:00AM-10:00AM	5:00PM-7:00PM

There will be no power disconnects prior to 5:00pm on Monday. Failure to comply with this rule will render you ineligible to return the following year. All electrical panels are locked for safety. Only Blue Crab Festival electrical staff and City of Palatka have permissions to remove locks. If electrical power becomes an issue, your equipment is subject to be inspected/tested. The vendor is responsible for any repairs that might be needed. We ask that all cords, cables and water hoses be placed so as not to create trip hazards. Any item crossing a walk path will need to be taped down and covered.

VENDOR NAME

TYPE OF POWER

VENDOR SIGNATURE

DATE

Special Events Vendor Requirements

1. A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.
2. Temporary vendor tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company. (Tag showing inspection within 1 year of event date.)
2. Vendor deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1,
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NFPA 96.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event Staff will coordinate the overall inspection time.
Exceptions:
 - a. Non-profit organizations. The vendor must have a State of Florida Tax Exemption Certificate, issued in the name of the vendor on site
 - b. Vendors selling food items not prepared on site, i.e. pre-packaged.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except in to a proper disposal facility (At this time the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will be only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.