



2010 Blue Crab Festival Food 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 28, 2010 |
| Set-up Saturday | 6:00am - 10:00am | May 29, 2010 |
| Festival - Saturday | 10:00am - 7:00pm | May 29, 2010 |
| Festival - Sunday | 10:00am - 7:00pm | May 30, 2010 |
| Festival - Monday | 10:00am - 5:00pm | May 31, 2010 |

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.

FOOD VENDOR FEE SCHEDULES

ALL FEES ARE BASED ON A 10X16 BOOTH SPACE

GENERAL FOOD BOOTH FEES

OPTION 1

St. Johns Avenue from Memorial Parkway to 4th street
\$630 - plus electric; this DOES include sales tax

OPTION 2

Riverfront locations from Amphitheater to City Dock
St. Johns Avenue to 5th Street to 8th Street
\$521 - plus electric; this DOES include sales tax

SPECIALTY FOOD BOOTH FEES (1 FOOD ITEM ONLY - NO EXCEPTIONS)

OPTION 1

St. Johns Avenue from Memorial Parkway to 4th Street
\$630.00 plus electric; this DOES include sales tax

OPTION 2

Riverfront locations from Amphitheater to City Dock St. Johns Avenue from 5th Street to 8th Street
\$413 - plus electric, this DOES include sales tax

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

All fees are to be remitted in a money order and made payable to **BLUE CRAB FESTIVAL**. All fees are required to be paid in full with application.

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!

Application Due Date: April 15, 2009 no exceptions

Please remit to:

**BLUE CRAB FESTIVAL
POST OFFICE BOX 1351
PALATKA FL 32178**

Phone 386-325-4406

GENERAL INFORMATION FOR FOOD 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. SALE OF WATER**

All water **MUST** be purchased from Pepsi representative on site. You will not be allowed to bring in any other brand of water.

_____ **2. Beverages**

Pepsi and Pepsi products will be the only items allowed to be sold. A Pepsi representative will be on-site with products available for purchase all weekend.

_____ **3. ICE**

ALL ICE IS TO BE PURCHASED THROUGH THE FESTIVAL. Any vendor that has not purchased ice from the festival will be required to dispose of ice and replace with festival ice. Ice will be distributed in 20 pound bags. Please alert us to any special needs that you may have (i.e. block ice) so that we may accommodate you. **NO VENDORS IS ALLOWED TO MAKE OR BRING ICE.** The price for ice will accompany your confirmation letter.

_____ **4. CONCESSION AREA**

Mobile concessions must be self-contained to State of Florida specifications. You must attach a drawn diagram of how your unit sets up, along with your selling side and accurate dimensions. **INCLUDE** awnings and tongue. All applications must attach 3 photographs of booth set-up. Photos will not be returned.

_____ **5. MENU AND PRICE LIST**

Menus and prices must be posted **PRIOR TO OPENING!!** Please make sure your menu and price list is large enough to be seen and legible. Failure to have your menu and price list posted will result in a fine from the festival committee. For the first incident the fine will be \$50.00, the fins for the second incident will be \$100.00, the third and final incident will have a \$250.00 fine. If a fourth incident occurs you will be asked to break-down your booth and leave the festival grounds for the remainder of the event. Changing prices during the festival is ground for removal from the festival site for the remainder of the show, and a guarantee of not being asked to return in the future years.

_____ **6. LISTED ITEMS**

Only items and prices listed will be allowed to be sold. Your price list must be clearly displayed for the public at all times. Any deviation on prices from those submitted are grounds for removal from the festival for the remainder of the weekend. The festival reserves the right to delete items from your submitted menu to help avoid duplication. However, if this is the case you will be notified in advance.

_____ **7. CERTIFICATE OF INSURANCE**

YOU MUST provide a certificate of General and Product Liability in the amount of \$500,000.00 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 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 our application to obtain coverage under the festival insurance policy.

8. 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.**

9. 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 push carts to transport your products.

10. VENDOR VEHICLES

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

11. 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 5:00 pm will not be eligible to return to the show the following year.

12. INSPECTIONS

The City of Palatka Inspectors, along with the State of Florida Hotel and Restaurant Inspectors will be around to inspect your booth. There will be no charge for the City of Palatka inspections, however the standard fees will apply and be payable to the State Inspectors. Any who does not comply with the above inspections and inspectors will be removed from the festival site. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

13. BOOTH SIZE

The size of the booth you are purchasing is a 10' x 16' . You will not be permitted to use extra footage other than what is specified on your application. If you need additional please let us know, additional footage will be sold at \$40.00 per foot.

FOOD VENDOR 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 THE 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 be them.

Food Vendor Signature

Date

BCF Food Chairman

Date

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.

| FRIDAY | Saturday | MONDAY |
|-----------------|-----------------|---------------|
| 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

CHECK LIST FOR COMPLETED FOOD VENDOR APPLICATION

- ___ 1. Complete and signed application
- ___ 2. Vendor booth fees - MONEY ORDER payable to BLUE CRAB FESTIVAL
- ___ 3. Insurance Certificate
- ___ 4. Three (3) Photos of your booth along with required drawing and accurate dimensions
- ___ 5. Signed electrical contract

IMPORTANT: Please return your entire application for required signatures. Executed copy will be returned to you. Failure to return complete application will render your application invalid.

| | |
|---------------------------------------|-------|
| BOOTH FEE | _____ |
| ELECTRICAL FEE | _____ |
| INSURANCE FEE | _____ |
| YOUR MONEY ORDER TOTAL | _____ |
| Payable to: BLUE CRAB FESTIVAL | |

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 NAPA 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.