



**2018  
VENDOR APPLICATION &  
CONTRACT**

**Event Date: February 17, 2018**



**Rules & Regulations – Initial Next to Each Item (or N/A)**

- \_\_\_\_\_ Vendor fees vary depending on items sold. ALL spaces are 10’ x 10’
- \_\_\_\_\_ Vendors are responsible for collecting and paying their own Florida Sales Tax
- \_\_\_\_\_ Vendors will not give away food or beverage items unless items are pre-approved by Main Street Bartow, Inc.
- \_\_\_\_\_ There will be NO REFUNDS for any reason. This includes, but is not limited to, any cancellations, weather problems, and removal from the event for cause, or act of nature.
- \_\_\_\_\_ 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 Main Street Bartow, Inc.
- \_\_\_\_\_ No exclusive event spaces are available unless deemed necessary to the event by Main Street Bartow, Inc.
- \_\_\_\_\_ If a vendor wishes to use a canopy, it must be flame retardant. They must also use a self contained trailer. Pushcarts, umbrella stands, display tables and strolling vendors must be pre-approved. Vendors must provide their own tents, tables, chairs, dollies, non-electrical lighting and other operational equipment as needed. No pets allowed other than ADA service animals.
- \_\_\_\_\_ Failure to abide by Main Street Bartow, Inc. and City of Bartow rules and regulations will result in removal from event and vendor fees will be forfeited.
- \_\_\_\_\_ Vendors ARE NOT permitted to take down their booth early unless given permission by Main Street Bartow, Inc. Taking down early will result in not being permitted to vend at future Main Street Bartow events.
- \_\_\_\_\_ Electricity is available for \$20.00 per outlet. (One outlet allowed per space rental) Electricity is not to exceed 15 amps. A 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**
- \_\_\_\_\_ **STATE REQUIREMENTS:** Food vendors must follow the rules as set forth in the Guidelines for Temporary Events produced by Florida Department of Business and Professional Regulations Division of Hotels and Restaurants. For a copy of the guidelines, please contact 850-487-1395 Non-profit organizations are exempt from this fee but must meet all other requirements and present proper 501 (c)3 credentials. The responsibility to meet these requirements rests solely with the food vendor. Failure to meet the requirements will lead to removal from the event with no refund.
- \_\_\_\_\_ Submit, with this form, the following *as applicable*: *A copy of your Sales Tax Certificate (if selling items), a copy of your certificate of insurance, Annual Food Permit or Mobile Food Vendors License, and IRS letter of determination for 501 (c)3 organizations.*

Vendor acceptance is at the discretion of Main Street Bartow Promotions Committee \*\*\*\*\*  
Application deadline is 1 week before an event--first come, first served.\*\*\*\*\*

Cash, credit cards, checks, or money orders accepted. Make checks payable to Main Street Bartow, Inc.  
**MAIN STREET BARTOW, INC.**  
P.O. Box 1351, Bartow, FL 33831 P: (863) 519-0508 F: (863) 519-0509  
[SyFyBartow@gmail.com](mailto:SyFyBartow@gmail.com) or 863-370-2709

<b>CREDIT CARD PAYMENTS:</b> (Add an additional \$3 fee)	
Name On Card: _____	
Card #: _____	
CVV #: _____	Exp. Date: _____
Signature: _____	
Total amount charged from total on page 1.	



**2018 VENDOR APPLICATION & CONTRACT**

**Event Date: February 17, 2018  
11AM – 9PM**

*A Program Of*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

What will you be vending or what activity will be taking place in your space. \_\_\_\_\_

**VENDOR RATES: \$60 for 10x10 space + \$30 each additional space**

Number of spaces needed: \_\_\_\_\_ Electricity? \_\_\_\_\_ (\$20/outlet)

Payment details on 2nd page.

**TOTAL DUE: \$ \_\_\_\_\_**  
Credit card payments will be assessed an additional \$3.

**APPLICATION CHECKLIST**

**VENDOR APPLICATION and CONTRACT Main Street – Downtown Bartow**

- \_\_\_\_\_ List what will you be selling or what activity will be taking place in your space?
- \_\_\_\_\_ **INSURANCE:** Certificate of Insurance naming Main Street Bartow, Inc. and City of Bartow as additional insured will be required of all food and amusement vendors (requirement will be at the discretion of Main Street Bartow, Inc. based on the activities planned within each vendor location as outlined on the form). Main Street Bartow, Inc. suggests that all other vendors carry their own liability insurance.
- \_\_\_\_\_ Copy of Annual Food Permit or Mobile Food Vendors License (Food Vendors Only)
- \_\_\_\_\_ Copy of IRS letter of determination for 501 (c)3 organizations. (Non-Profits Only)
- \_\_\_\_\_ Initialed items on application page 1
- \_\_\_\_\_ Signed application page 2
- \_\_\_\_\_ Signed Liability Waiver page 2
- \_\_\_\_\_ Vendor Fee - Cash, checks, or money orders accepted. Make checks payable to Main Street Bartow, Inc.
- \_\_\_\_\_ Return both application pages along with payment to Main Street Bartow, Inc. (P.O. Box 1351, Bartow 33831)

By signing this application I acknowledge I have read and understand the rules and regulations set forth by Main Street Bartow, Inc. and I agree to commit and abide by them. I understand that if approved as a vendor this application becomes your CONTRACT. I understand that failure to comply may result in forfeiture of booth space(s) and fee(s). By signing this form, it will serve as a LIABILITY WAIVER and you will not hold Main Street Bartow, Inc. or The City of Bartow responsible/liable for your actions and/or property damage/bodily injury caused by your participation.

\_\_\_\_\_  
Printed Name of Authorized Agent

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
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!**