



2010 Vendor/Exhibitor Policy

Events ARE NOT CANCELLED DUE TO WEATHER. If you choose not to attend/participate due to the weather or for any other reason, your vendor fee will not be returned. All events proceed rain or shine. Events are not rescheduled.

CHECK LIST:

- VENDOR APPLICATION
- VENDOR REGULATIONS
- VENDOR PRODUCT LIST
- PAYMENT IN FULL FOR ALL EVENTS APPLYING
- TAX LICENSE
- FOOD LICENSE (IF APPLICABLE)

Please make sure all of the above are included with your application. Missing documents will delay your acceptance as a vendor during events in the Town of Harmony.

*For the Dark Sky Festival, the types of vendors and exhibitors are limited to help us keep the theme of the event intact. Products sold need to be in one of the following themes: Dark Sky awareness, Space, Science, Nature, Astronomy, or Food and should ideally have an educational component to the display.

Please demonstrate your willingness to keep waste at the event to a minimum. Avoid "throwaway" handouts and food supplies that do not readily break down in the environment.

All initial applications should be mailed and not faxed. Please make sure you keep copies of all documents for your records, no copies or originals will be returned.

Town of Harmony
Attn: Event Coordinator
3500 Harmony Square Drive West
Harmony, FL 34773

LIVE GREEN HARMONY

www.harmonyfl.com

2010 Vendor/Exhibitor Regulations

This form only needs to be handed in once a year. Each Vendor must initial each line to acknowledge the rules of the festival:

___ All vendor booths must be reserved in advance. No booth will be held without the required deposit. Assignment of vendor space will be at the promoter's discretion and the vendor must exhibit within the space provided.

___ Full payment is accepted to reserve space. No space will be reserved until payment is received. A vendor may cancel this agreement upon the receipt of written notification to the promoter.

___ Vendor will be notified within 10 days of receipt of the registration form of acceptance to the event. If vendor is not accepted, all fees will be refunded.

___ If Vendor is not accepted due to vendor requirements, a new registration may be submitted.

___ There will be a \$25 charge for all returned checks.

___ The promoter DOES NOT SUPPLY POWER FOR VENDOR USE AT THE EVENT. Contact the promoter if you need electricity. Use of generators must be approved in advance. If you need to illuminate your tent, you must use your generator or bring your own battery-operated lanterns. Remember that Harmony is a Dark Sky community. Lighting should be limited and is subject to approval by the promoter. All power cords used by vendor must be securely taped to the ground to avoid accidents. VENDOR MUST SUPPLY OWN DUCT TAPE TO SECURE CORDS. Vendors are requested to bring back up lighting, due to power situations. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will cut down on the frustration of not having any light, should an issue arise.

___ The promoter DOES NOT SUPPLY A TABLE, TENT, OR CHAIRS FOR THE EVENT. Each table used by a vendor should be a 6' or 8' long banquet style table and will have a table skirt attached to hide the view under the table. You are not required to have a tent over your area.

___ Load-in begins 3 hours before event start time. NO VENDOR WILL BE ALLOWED TO SET UP BEFORE THIS TIME. No items may be left unattended. No admittance to event area after event start time. All vendors must remain open during the event hours. All vehicles must be out of the event area by event start, and may not re-enter event area until posted ending time of event. Vendors should park in any on-street parking or parking lots located outside of the event.

___ Vendors are required to collect Florida State Sales Tax of 7% on taxable sales. To obtain more information on a Temporary Tax Certificate, contact the Florida Department of Revenue at 407-903-7350.

___ Food Vendors are required to be licensed with the Department of Business and Professional Regulation and inspected the day of the event. To obtain more information on a Temporary License, contact the Department of Business and Professional Regulation at 850-487-1395. VENDORS ARE REQUIRED TO PROVIDE COPY OF LICENSE.

___ Vendors are required to clean up their space after the event. Any vendor who leaves garbage in their area will be assessed a \$50.00 fine. Food Vendors must provide a trash receptacle near their booth and are responsible for keeping the trash at a minimum.

___ The vendor agrees to hold blameless the promoter, Harmony Development Co., and the Harmony Community Development District, their employees, officials and principals and expressly releases each from all liability from loss or damage caused to persons or property for any cause whatsoever. Vendor shall indemnify Harmony Development Co., and the Harmony Community Development District against all liability or expenses arising out of any claim or injury, damage to any person or property, together with all costs in connection with the defense thereto, including attorney's fees.

I acknowledge that I have read and understand the terms and conditions as indicated on this application and contract. I agree to sell only those items as listed. If I change/add a new category or merchandise, I must submit a request to the promoter. Any vendor that does not comply with these rules and regulations will be asked to not return.

Signature _____

Print Name _____

Date _____