

ARTS N CRAFTS VENDOR REGISTRATION



**June 6, 2015**

**10 AM – 5:30 PM**

**North Florida Fairgrounds**

**441 N Paul Russell Rd, Tallahassee, FL  
www.cacaainc.org (850) 222-2043 x101**



**TERMS AND CONDITIONS:**

**1. Rental Fee for one 10 x 15 foot Booth Space**

**$100 Before April 30, 2015**

**$125 After April 30, 2015– until reach capacity**

**2.** You must inform us if you need additional space.

**3. Electrical power** is provided only for those who request it. Extension cords will not be provided.

**4.** Canopies are welcomed and encouraged, but **MUST NOT** exceed booth space. Any shelters, tables or display racks provided by the vendor must be removed by the vendor no later than 6:30pm Saturday. **Vending area must be clean and clear of trash and debris**.

**5.** Vendors may begin assembling areas between 10:00am-6:30pm Friday and 7:00am Saturday. **There are no exceptions to the set up dates. All service/supply vehicles must be removed from the vending area by 9:00 am Saturday. Vendor must maintain space until close of festival.**

**All vendor/concession stations must be set up and ready for the public by 9:00 am, Saturday, June 5, 2014.**

**6. ARTS AND CRAFTS –**

**7. Only cancellations resulting from cancellation of the event due to extreme weather, or some other reason caused by event planner will be eligible for reimbursement of prepaid registration fees when the request is made in writing by the day of the event.**

**8. Any vendor who has not paid their fees prior to the event will not be allowed to set up. NO EXCEPTIONS!**

**9**. Allapplications accepted on a first-come, first serve basis.

**10.** Overnight Security will be provided by organizers on Friday night and Saturday at the fairgrounds.

**11.** ONLY ORGANIZERS MAY BE SELL BEVERAGES, THERE ARE ABSOLUTELY NO EXCEPTIONS.

**Items NOT PERMITTED By participants:**

* **Alcoholic beverages**
* **Anything that could be considered a weapon of any kind**
* **Fireworks, stink bombs. etc.**

**All items for sale MUST BE APPROVED by the Southeast Regional PIGFEST Event Committee prior to the event.**

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| **Southeast Regional PIGFEST – June 6, 2015 Date Received: \_\_\_\_\_\_\_\_\_\_\_**  **Arts and Crafts/Application and Registration Form Approved: Yes No** |

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| NAME: |
| ADDRESS: |
| CITY: STATE: ZIP: |
| TELEPHONE: |
| EMAIL: WEB SITE: |
| **Art and Craft Description:**   * Brief description of item, include process used (indicate if original design & materials used). * **All items must be listed. Vendors will only be allowed to sell the items listed. Attempting to sell or give away any item not listed may result in your being asked to leave the festival. This will be strictly enforced and no exceptions will be granted.** |
| WILL YOU BE USING A TENT?: YES NO SPECIAL NEEDS: |
| DAYS OF SITE ACCESS: FRIDAY SATURDAY |
| WILL YOU REQUIRE AN ELECTRICAL CONNECTION? YES NO Amperage 10  30 |
| Mail this application and ALL fees payable by check, money order, or credit card to:    **Capital Area Community Action Agency**  **Southeast Regional PIGFEST**  **309 Office Plaza Drive**  **Tallahassee, FL 32301**  .  **TOTAL AMOUNT SUBMITTED $\_\_\_\_\_\_\_\_\_\_\_\_\_** Participant's Agreement The undersigned agrees that he/she will be responsible for any loss or damage to his/her work during Southeast Regional PIGFEST and enclosed payment. I understand that failure to abide by the terms of this event may result in the termination of my contract and my participation in future events with Capital Area Community Action Agency.  Registration and rental fees must accompany this application. |
| Participant's Signature: Date: |

### CONDITIONS

The Southeast Regional PIGFEST Event Committee reserves the right to reject any application. If your application is not accepted, your money will be refunded. However, **no refunds of the registration or rental fees will be made once you have been accepted as a participant**. Any photographs or videos taken of your site will become the property of Capital Area Community Action Agency and may be used for promotional purposes. By signing the application, vendors agree to indemnify and hold Capital Area Community Action Agency, the Southeast Regional PIGFEST Committee, the city of Tallahassee, their employees, agents and volunteers, harmless from any and all claims made against same; including without limitation, all costs, liabilities, judgments, expenses, damages or reasonable attorneys’ fees, arising out of, or in connection with; (1) any structure erected by Vendor (2) any apparatus, equipment or personal property used by Vendor (3) any act or omission to act of Vendor its agents, invitees, participants, representatives, employees, servants, and assigns; and (4) any claims made on account or resulting from Vendors participating in the event. Any legal action concerning this contract will be conducted in the County of Tallahassee, Florida.