



*Springtime Tallahassee's 47th Annual
Parade & Arts Jubilee in the Park
March 28, 2015~ 9:00 am – 5:00 pm*

Food Vendor Application

Join us for the 47th annual Springtime Tallahassee Jubilee in the Park. With more than 200,000 attendees and featuring the finest arts and crafts vendors, gourmet foods, and parade floats from around the Southeast, this is one event you do not want to miss!

General Jubilee Information

- The Jubilee will be held on March 28, 2015 from 9:00 am – 5:00 pm on the streets and in the parks of beautiful downtown Tallahassee, Florida.
- Booth space is limited. Applications will be accepted for review until February 27, 2015. If space is available, late applications will be considered with a \$25.00 late fee. Please note: acceptance of an application is not acceptance into the Jubilee. Applications will be reviewed for acceptance and notification of acceptance will be given via email postcard and notifications of non-acceptance will be given via email/phone.
- Booth space payment must be paid in full and included with this application. We accept check, money order, or credit card (Visa, Master Card and American Express accepted). Make checks and money orders payable to Springtime Tallahassee Inc. Payments will be returned if the application is not accepted. There will be a return check fee of \$25.
- Booth space cancellations are non-refundable after February 27, 2015. A 10% administrative fee will be charged for cancellations prior to February 27, 2015. Refunds will be given within 30 days of cancellation.
- Vendor fees will not be refunded if the festival must be cancelled due to inclement weather, acts of God, or any other circumstances deemed necessary by Springtime Tallahassee and city officials.
- Food booths spaces are varying sizes and pricing. Non-Profit Food and Crafted Foods are 15' x 10'. Gifted Food spaces are 10' x 10'. All booth spaces are outdoors and are assigned based on vendor category.
- Booth set up begins at 5:30 am March 28, 2015. Booths must be set up by 8:30 am and disassembled by 6:00 pm. All vehicles must be moved to designated parking by 8:00 am or they will be towed from festival grounds.
- Springtime Tallahassee is held outdoors on city streets and in parks. Electricity is available for purchase at \$25.00 per plug (20 AMPS). PLEASE SEE RULES FOR DETAILS.
- Licensing and inspection will be conducted onsite by (DBPR), Division of Hotels & Restaurants Inspector. Vendors without current licensing will be required to purchase a temporary one onsite by the Division of Hotels & Restaurants. The fee is \$91 for a 1-3 day event and DBPR Supervisor on site will only accept money orders or cashier checks. All food vendors must comply with environmental health requirements for food booths at temporary events. Any questions, please call DBPR Customer Center at (850) 487-1395.
- An email indicating acceptance in the Jubilee will be sent out in February. Additional booth space information, maps, permits, rules and regulations will be mailed in March.
- Vendors are responsible for collecting and paying Florida sales tax. Vendors supply & secure their own booth tent, tables and chairs. All vendor tents must be properly weighted down.

Food Vendor Rules

Springtime Tallahassee will review, accept and assign food vendors on a first come basis by product category. Selection of food vendors will be based on creativity, originality, appropriateness, and attractiveness of menu. All food products listed on this application will be subject to acceptance prior to the Jubilee.

- All food vendors must have current General Liability insurance coverage with a minimum of \$1,000,000/\$1,000,000 (occurrence/aggregate) limits of BI & PD. A Certificate of Insurance is required with Springtime Tallahassee, Inc. named as additional insured.
- Vendors must mail Liability Certificate of Insurance to Springtime Tallahassee, Inc. along with the application. For single day coverage, please contact K & K Insurance 800-328-2317
- Vendors must submit with application:
 - City License: A City of Tallahassee Business Tax Certificate/Occupational license. www.talgov.com/treasurer/bustaxcert.cfm
 - State License: Department of Business and Professional Regulations license. Any vendor not currently licensed through DBPR will be required to obtain a temporary event food license through DBPR or the Department of Agriculture. www.MyFloridaLicense.com/dbpr/hr/
 - Non-Profit Vendor: Copy of Florida Department of Revenue Consumer Certificate of Exemption.
- Vendors are to send in a photo of display. **Photo will not be returned.**
- The Leon County Health Department will inspect all food booths, business licenses and insurance policies beginning at 8:00 am on March 28, 2015.
- Pepsi is the proud sponsor and the sole vendor of drinks during the Springtime Tallahassee Jubilee. **Vendors are not permitted to sell or giveaway any beverages/drinks of any kind.** Violation of the drink policy will result in immediate closure and forfeit of booth.
- Exhibitors **may not sell or solicit outside** of your designated booth space area.
- Quality assurance inspections will take place prior to the opening of the event and throughout the day to ensure all rules and regulations have been met.
- Electricity is available for purchase at \$25.00 per plug (20amps). You cannot piggyback extension cords into one plug or use power strips. You may purchase additional plugs if needed. Extension cords must be grounded (3 prong plugs). Please let us know if any of your appliances use more than 20 amps.
- Generators are not permitted.
- PA systems are not permitted.
- Booth spaces may use battery power, propane gas, charcoal grills or cookers only.
- All food booth workers must wear hair restraints and hats.
- Food vendors are responsible for maintaining constant booth cleanliness and must dispose of garbage in City-provided garbage cans only.
- Fresh water may be obtained by filling your own buckets at a central water valve provided near booths.
- Booth space wastewater and grease must be contained and disposed of properly or deposit will be forfeited.
- Food vendors are required to keep perishable foods cooled on ice.
- A local ice vendor will sell ice directly to you all day March 28, 2015. Please indicate a need for ice on your application.
- Food vendors are required to furnish tents to cover food preparation area.
- A \$200.00 deposit is required by all food vendors that prepare their food on site. Vendors who adhere to rules, clean up, garbage, water and grease disposal guidelines will receive their deposit within 30 days.
- All vendors must return a signed General Release Form with application including one witness signature (does not have to be notarized).

Springtime Tallahassee, Inc.
209 East Park Avenue Tallahassee, Florida 32301
Phone 850-224-5012 Fax 850-224-0833 www.springtimetallahassee.com
Questions: Contact Jubilee Chair, Sally Rosser
E-mail - Jubilee@springtimetallahassee.com

Food Vendor Application

Application Deadline: February 27, 2015

Mail to: Springtime Tallahassee Jubilee, 209 East Park Avenue, Tallahassee, FL 32301
Questions: Contact Jubilee Chair, Sally Rosser at 850-224-5012 or jubilee@springtimetallahassee.com
Late fee waived until March 6th, 2015

Application must include the following to be considered:

- ✓ Payment made payable to Springtime Tallahassee, Inc.
- ✓ Copy of Business Tax Certificate, DBPR License, Certificate of Insurance with Springtime Tallahassee, Inc as additional insured
- ✓ Photographs (as described in Food Vendor Rules)
- ✓ Signed release agreement with witness signature
- ✓ Florida Department of Revenue Consumer Certificate of Exemption for NON-PROFIT Food Vendors

Contact Name: _____
Last First

Business Name: _____

Mailing Address: _____
Street City State Zip

Day Phone () _____ Cell Phone () _____

E-Mail Address _____

Please indicate booth type and space applying for (food trucks must select space size as well):

___ (# of Spaces) **10'x15' Food Space \$450.00**

___ (# of Spaces) **10'x20' Food Space \$500.00**

___ (# of Spaces) **10'x30' Food Space \$550.00**

___ (# of Spaces) **Non-Profit Food \$275.00** (10'x15' Space. Must provide copy of Non-Profit license; see Non-Profit food policy)

___ (# of Spaces) **Crafted Food \$275.00** (10'x15' Space. Made on site, kettle corn, snow cones, ice cream, etc. – licensed through the Department of Agriculture)

___ (# of Spaces) **Gifted Foods \$150.00** (10'x10' Space. Foods that are original home recipes prepackaged for take home gifts, ex. Hot sauces, dips, jams, jellies, candy. Items cannot be mass produced by a company.)

Please Check below if you are a mobile food truck (*you still must select space size*)
 Mobile Food Truck: Opens from: driver side passenger side
List full food truck dimensions: _____

Do you need electricity or ice?

___ Electricity \$25.00 per plug (20 amps) # of plugs _____

What are you using power for? _____

Do you need Ice? (please check) ___ YES ___ NO

List of food items being sold. Menu may be attached to application or attach separate page. (Drinks may not be sold or given away)

___ \$200.00 Deposit is required for all Food Booths
Preparing or Cooking Food Items on Site

What type of accommodations will you be using?

- Hotel/ Motel
- Family/Friends
- RV/Camper
- Other _____

Special Needs: _____

Years participated in Springtime Tallahassee _____

Visa/MasterCard/American Express # _____ Exp/date _____

Name as it appears on Credit Card _____

Visa (3 digit number on back of card) _____ American Express (4 digit number on front of card) _____

DO NOT WRITE BELOW, FOR INTERNAL USE ONLY

Date Received: _____ Type Payment: _____

Amount Paid: _____ Ck #: _____

General Release _____ Photos: _____

Electricity # of Plugs: _____

Special Request: _____ Approved By _____ Booth #: _____

SPRINGTIME TALLAHASSEE 2015

GENERAL RELEASE OF CLAIMS & HOLD HARMLESS AGREEMENT

SPRINGTIME TALLAHASSEE, INC. does **NOT** provide liability insurance for the protection of persons, vendors, entertainers, merchants, organizations, spectators or others who participate in any **Springtime Tallahassee, Inc.** event.

In consideration of participating in a Springtime Tallahassee event, I, _____, an authorized representative of _____, do hereby release and forever discharge **SPRINGTIME TALLAHASSEE, INC.**, its members, officers, employees, agents, servants, volunteers and sponsors from any and all actions, negligence, causes of actions, claims and demands, for any damage, loss or injury, which hereafter may be sustained by me or my organization in connection with or relating to any **SPRINGTIME TALLAHASSEE, INC.** event.

This release extends to, applies to, covers and includes all known, unknown, disclosed, unforeseen, unanticipated and unsuspected injuries, damages, losses and liabilities, and the consequences thereof, notwithstanding the provisions of any state, federal, local or territorial law or statute to the contrary. Such provisions are hereby expressly waived.

It is further understood and agreed that my/my organization's participation in any Springtime Tallahassee, Inc. event is not to be construed as an admission of liability or the assumption of any responsibility by **SPRINGTIME TALLAHASSEE, INC.**, its members, officers, employees, agents, servants, volunteers and/or sponsors for any act or omission by me or any member(s) of my organization.

I hereby agree on behalf of my organization, its heirs, executors, administrators, and assigns to indemnify **SPRINGTIME TALLAHASSEE, INC.** and its members, officers, employees, agents, servants, volunteers and sponsors, jointly and severally, and to hold them harmless from and against any and all actions, negligence, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may from any organizations participation in the Springtime Tallahassee, Inc. event. Furthermore, I agree that the venue for any claim or matter relating to this agreement shall be Leon County, Florida.

Springtime Tallahassee, Inc., The City of Tallahassee and The Tallahassee Police Department reserve the right to remove any misrepresented or inappropriate material or persons from any Springtime Tallahassee, Inc. event, including but not limited to, the Jubilee. Non-compliance with Springtime Tallahassee's directive, rules and/or regulations will result in the forfeiture of my/my organization's booth and immediate closure by the Tallahassee Police Department and Springtime Tallahassee, Inc.

(Name of Business)

(Date)

(Vendor Signature)

(Witness) does not need to be notarized

Non-Profit Food Vendor Requirements & Affidavit

For the purposes of selling food at Springtime Tallahassee a Non-Profit Food Vendor is defined as a Federal Non-profit Agency.

Requirements for participation and acceptance of application are as follows:

1. The Non-Profit Agency must submit their Florida Department of Revenue Certificate of Exemption.
2. The Non-Profit Agency must submit the application and receive 100% of the proceeds from this event.
3. The application fee must be paid by the non-profit entity.
4. All food vendors must have current General Liability insurance coverage with a minimum of \$1,000,000/\$1,000,000 (occurrence/aggregate) limits of BI & PD and must include Springtime Tallahassee, Inc. as an additional insured. If the non-profit agency cannot meet insurance requirements then a sponsoring Food Service can submit the proof of insurance. HOWEVER, in addition to naming Springtime Tallahassee Inc. as an additional insured, the non-profit agency they are representing must also be named as an additional insured.
5. The Non-Profit Agency must submit a business license and will be inspected by the Department of Health. These licenses must be pulled by the Non-Profit Agency that is responsible for the sale, consumption, and proceeds of their efforts.
6. If the Non-Profit Agency is pairing with a restaurant for their booth, then a representative of both organizations must sign the bottom of this agreement stating that 100% of the proceeds will go to the Non-Profit Organization and that the for-profit agency is not benefiting in any way except for a tax donation to the Non-Profit Agency.

Non-Profit Agency pairing with a For-Profit must sign the affidavit below:

The _____ is pairing with _____ for a
(Non-Profit Agency) (Print) (Restaurant) (Print)

Food Booth at Springtime Tallahassee Jubilee in the Park. By agreeing to work together, we pledge that 100% of the profits will go to the Non-profit Agency.

Non-Profit Representative Signature

Restaurant Representative Signature

Print Name

Print Name

The foregoing was () sworn to and subscribed OR () Acknowledged before me this _____ day of _____, 20____, by: _____

Who is () personally known to me OR () who produced _____ as identification.

Notary Public

Commission Expires

GUIDE TO TEMPORARY FOOD SERVICE EVENT PERMITS

REQUIRED PERMITS & CERTIFICATES:

1) A **City of Tallahassee Business Tax Certificate** is required for vendors participating in Springtime Tallahassee. This must be applied for in advance and is not available for purchase day of. The application fee is \$30-45. Vendors operating without the certificate can face fines and penalties from the City of Tallahassee. An application can be obtained by calling the City of Tallahassee (850) 891-6488 or going to <http://www.talgov.com/treasurer/treasurer-bustaxcert.aspx>

2) A **Florida Department of Business and Professional Regulations temporary food vendor permit** is required from all food vendors unless the food vendor is selling prepackaged items only. (See below about Dept. of Agriculture.)

You can obtain the Department of Business and Professional Regulations temporary food vendor license by going to

http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html. In

addition, representatives will be onsite the day of Springtime for vendors to purchase the permit. You will need to check with DBPR to see what payment amount is and acceptable forms of payment. **The division does not accept cash payments, or personal or business checks for temporary event vendor fees. The division will only accept cashier's checks, money orders, or other certified payments.**

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION Phone: 850.487.1395 Email: Call.Center@dbpr.state.fl.us
<http://www.myfloridalicense.com/dbpr/hr/>

3) A **Florida Department of Agriculture & Consumer Services (FDACS) permit** can take the place of the Department of Business and Professional Regulations temporary food vendor permit for **crafted foods only**. Below is information pertaining to FDACS permitting:

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, FOOD SAFETY:

850-245-5520 (Must call for an application)

Food outlets, including supermarkets, grocery stores, convenience stores, bakeries, delicatessens, meat and seafood markets, seafood processors, food warehouses, food processing and manufacturing plants, bottled water plants, packaged ice, vended water, **mobile vendors that sell only crafted foods** and food service activities and or facilities which are a part of a food establishment already regulated by the Department and other similar activities)

This is just a guide provided to assist you in obtaining required certificates & permits. Please contact departments directly for official rules & requirements for obtaining permits.