Springtime Tallahassee's 59th Annual
Jubilee in the Park
April 3, 2027 9:00 am – 5:00 pm

Boutique Vendor Application

Join us for the 59th Anniversary of the Springtime Tallahassee Festival. With more than 100,000 attendees and featuring the finest arts and crafts vendors, gourmet foods, and parade floats from around the Southeast, this is one event you don't want to miss!

General Jubilee Information & Requirements

(*Please read carefully as information has been changed from previous years***)**

- **The Jubilee will be held on April 3, 2027from 9:00 am – 5:00 pm** on the streets and in the parks of beautiful downtown Tallahassee, Florida. . The Jubilee in the Park is a ONE DAY EVENT.
- Booth space is limited. Applications will be accepted for review until **February 19, 2027**. 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. Notifications of non-acceptance will be given via email/phone.
- Booth payment must be paid in full and included with the application. Payment will be refunded in full if the application is not accepted.
- Booth cancellations are non-refundable within 30 days of the festival date. A $25.00 administrative fee will be charged for booth cancellations, regardless to the date of cancellation.
- A $25.00 NSF (Nonsufficient funds) fee will be assessed for any returned checks.
- Craft booths are 10' x 10'. All booths are outdoors and are assigned based on vendor category. All equipment must fit within the designated booth space.
- An email indicating acceptance in the Jubilee will be sent out upon application approval. **Please read the information below regarding vendor packets.**
    - All **TALLAHASSEE** vendors will be required to pick up their vendor packet from the Springtime Tallahassee Office, (114 East 5th Ave, Suite B, Tallahassee, FL 32303). Pickup options include:
        - March 22-26, 2027 between the hours of 10:00am and 4:00pm
    - All others located outside of Tallahassee will receive their packets via USPS the week of March 22, 2027.
- Booth set up begins at 5:30 am April 3, 2027. Booths must be set up by 8:30 am and disassembled by 6:00 pm.
- All vehicles must be moved to designated parking by 8:00am or they will be towed from festival grounds. Vehicles will not be allowed in the vendor area until 5:00 pm for any reason.
- Springtime is held outdoors. Electricity is available in certain areas for purchase for $25.00 per plug (20 AMPS). Electricity must be requested and paid for at the time of application submission. PLEASE SEE RULES FOR DETAILS.
- Vendors are responsible for collecting and paying Florida sales tax. Sales tax forms will be distributed on April 3, 2027, to be submitted to the Florida Department of Revenue.
- Vendors supply their own booth tables, chairs and small tents (no larger than 10x10).
- All vendor tents must be properly weighted down; stakes are not permitted. Please be prepared for any strong winds/rain that may occur.

- Payment may be made by check, money order, or credit card (Visa, Master Card and American Express accepted). Checks and money orders should be made payable to Springtime Tallahassee Festival, Inc. Credit Card payment will only be accepted via online application on our website (paying in full) or by selecting "Invoice" on the last page of the application. Once your application has been received by the office, you will be sent an invoice link for online payment to the email you provided. Payment must be made within 10 days of receiving invoice.
- **EVENT CANCELLATION POLICY:** The festival is a community fundraising event run by a nonprofit organization. Booth fees go directly to advertising and operations for the event. The event will only be cancelled if the safety of the vendors and participants is deemed at risk due to inclement weather, acts of God, or any other circumstances deemed necessary by Springtime Tallahassee or government officials/entities. We have decided to secure event cancellation insurance for this year's event should the Jubilee in the Park be cancelled due to inclement weather; specified as total accumulation of .50" or greater rainfall between 9am-4pm and/or lightning at a distance that is deemed unsafe. This would allow us to refund all applicable vendors fees. Please note that refunds will only be disbursed if/when the policy claim has been processed and approved after meeting the requirements of the insurance policy.

Boutique Vendor Rules

The Springtime Tallahassee Jubilee is open to boutiques reselling purchased items that are not their own work or production. All boutique vendors must supply up-close and clear photographs with this application (photos will not be returned). **Please include: (two) photos of items to be sold, (one) photo of booth**

- Boutique vendor must be a retail merchant and must be able to showcase and sell tangible products at the event site.
- **All items** for sale must be listed on this application. Items will be subject to acceptance prior to the Jubilee and will be checked during the Jubilee. Changes cannot be made after March 8, 2027. Quality assurance inspections will take place prior to the opening of the event to ensure all rules and regulations have been met.
- Selling non-approved items will result in immediate booth closure and forfeit of booth.
- No refunds will be given for any booth closures.
- Exhibitors **may not sell or solicit outside** of your designated booth area.
- Vendors must offer all patrons sales receipts with contact name and phone number clearly stamped or printed on the sales receipt.
- Electricity is available for purchase at $25.00 per plug (20 amps), and must be purchased at the time of application submission. You cannot piggyback extension cords into a plug or use a power strip. Extension cords must be grounded (3 prong plugs) and covered or taped down. In case of a blown circuit, a $100.00 charge will be incurred.
- Generators are not permitted.
- All vendors must return a signed General Release Form with application including one witness signature.
- Vendors must be able to collect sales tax in Florida, regardless of the state in which their business is registered. Sales tax forms will be distributed on April 3, 2027, to be submitted to the Florida Department of Revenue.
- All vendors must return a signed General Release Form with application including one witness signature.
- Please note: Wi-Fi is not available in the parks. Vendors must supply their own, if needed.

Springtime Tallahassee, Inc. | 114 E 5th Ave. Ste B, Tallahassee, Florida 32303 | 850-583-9613
www.springtimetallahassee.com | Questions: Contact Our Jubilee Chair | Jubilee@springtimetallahassee.com

Boutique Vendor Application

Application Deadline: February 19, 2027

Mail to:
Springtime Tallahassee Jubilee, 114 E 5th Ave., Ste B, Tallahassee, FL 32303

Application must include the following:

- ✓ Payment to Springtime Tallahassee Festival, Inc.
- ✓ Three photographs (as described in Boutique Vendor Rules)
- ✓ Signed release agreement with witness signature

For more information please call: 850-583-9613 or E-mail Jubilee@SpringtimeTallahassee.com

Contact Name: _____
Last *First*

Business Name: _____

Mailing Address: _____
Street *City* *State* *Zip*

Day Phone ( ) _____ **Cell Phone ( )** _____

E-Mail Address _____

Please how many spaces applying for (one space is 10'x10').

_____ ***(# of Spaces) Boutique Vendor Booth Location @ $350 each***

Do you need electricity?

____ **Electricity $25.00 per plug (20 amps) # of plugs_____**

What are you using power for? _____

Special Needs: _____

_____

What type of accommodations will you be using?

- ❑ Hotel/ Motel; # rooms booked____
- ❑ Family/Friends
- ❑ RV/Camper
- ❑ Other_____

List items selling and descriptions (attach separate sheet if necessary) Changes cannot be made after March 8, 2027.

_____
_____
_____
_____
_____

Years participated in Springtime Tallahassee _____

❑ I have read and accept the General Jubilee Information & Requirements and the Vendor Rules

_____ (Vendor Signature)

_____ (Witness, does not need to be notarized)

Payment

- ☐ Check / Money Order Included
- ☐ Credit Card – Invoice (*All invoices must be paid within 10 days of receipt)*
  - Email _____

DO NOT WRITE, FOR INTERNAL USE ONLY

Date Received: _____ Type of Payment: _____
Amount Paid: _____ Ck #: _____
Forms: Gen Release _____ Photos: _____
Electricity # of Plugs: _____
Special Request: _____
_____ Approved By_____ Booth #: _____

SPRINGTIME TALLAHASSEE 2026
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, INC.** 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, illness, loss or injury of any kind, 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, undisclosed, foreseen, unforeseen, anticipated, unanticipated, suspected and unsuspected injuries, illness, damages, losses and liabilities, and the consequences thereof, not-withstanding the provisions of any state, federal, local or territorial law or statute to the contrary, the provisions of which laws 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 myself, 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 arise from my organization's participation in the **SPRINGTIME TALLAHASSEE, INC.** event.

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 Music Festival on Kleman Plaza, Jubilee in the Park, Grand Parade or any other event. Non-compliance with **SPRINGTIME TALLAHASSEE INC.'S** directive, rules and/or regulations will result in the forfeiture of my/my organization's performance and immediate closure by **SPRINGTIME TALLAHASSEE, INC.**

I hereby grant permission to **Springtime Tallahassee, Inc.** representatives, to take and use: photographs and/or digital images of me for use in news releases and/or promotional materials. These materials might include printed or electronic publications, Web sites or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions shall be the property of **Springtime Tallahassee, Inc.**

_____ _____

(Name of Business) (Date)

_____ _____

(Name & Title of Signer) (Witness) Does not need to be notarized