Springtime Tallahassee's 59th Annual Jubilee in the Park

April 3, 2027, 9:00 am – 5:00 pm

Crafted & Gifted Food 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, 2027, from 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' & 10' x 15'. 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 designed size).
- 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.

Food Vendor Rules

The Springtime Tallahassee Jubilee is open to Crafted & Gifted Food Vendors, as well as general Food Vendors.
Please ensure you are applying for the correct category, or we will have to contact you to correct the category.

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.
    - For single day coverage, please contact K & K Insurance at 800-328-2317 or Philadelphia Insurance at **www.phly.com**.
- Vendors are to send in a photo of display. **Photo will not be returned.**
- Coca-Cola is the proud sponsor and the sole vendor of drinks during the Springtime Tallahassee Jubilee. **Vendors are allowed to sell coffee, smoothies, and slushies ONLY.** 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 (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.
- Low noise inverter generators are permitted. Generators which are too disruptive and noisy will be asked to be removed.
- 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 gloves.
- 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 April 3, 2027. Please indicate a need for ice on your application.
- A $200.00 deposit is required by all food vendors that prepare their food on site. Vendors who adhere to rules, clean up, garbage, electricity, 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).

Crafted & Gifted Food Vendor Application

Application Deadline: February 19, 2027

Mail to:

Application must include the following to be considered:

- ✓ Payment made payable to Springtime Tallahassee Festival, Inc.
- ✓ Certificate of Insurance with Springtime Tallahassee, Inc as additional insured
- ✓ Photographs (as described in Food Vendor Rules)
- ✓ Complete menu with all items being sold
- ✓ Signed release agreement with witness signature

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):

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: _____

___ **(# of Spaces) Crafted Food $325-** 10'x15' Space. **Made on site, kettle corn, snow cones, ice cream, etc. Does not include full meal items for sale, that would be a Food Vendor.**

___ **(# of Spaces) Gifted Foods $200** 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.**

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**
If yes, estimate how many bags: _____

____ **$200.00 Deposit is required for all Food Booths Preparing or Cooking Food Items on Site**

List of food items being sold. Menu may be attached to application or attach separate page. Changes cannot be made after March 8, 2027. (Drinks may not be sold or given away)

_____
_____
_____
_____
_____

What type of accommodations will you be using?

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

Special Needs: _____

Years participated in Springtime Tallahassee _____

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

_____ _____
(Vendor Signature) (Witness, does not have 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 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 2027
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