

HERNANDO COUNTY PARKS & RECREATION

REGGAE SUNFEST

EVENT ENTRY INFORMATION

- DATE & TIME:** Saturday APRIL 20, 2013 - 12:00 pm – 8:00 pm
12:00 pm – 4:00 pm [Friday setup] * **mandatory** * * **all food vendors**
8:00 am – 10:00 am [Saturday setup] * can not guarantee special requests
- PLACE:** Linda Pedersen Park, 6300 Shoal Line Blvd, Hernando Beach, FL 34607
- ENTRY DEADLINE:** Friday, March 29 2013
- REGISTRATION FEE:** \$60 + tax = \$63.90 for Craft and Commercial Vendors, (w/electric) = \$78.90
\$150.00 + tax = \$159.75 Food Vendors (w/electric) = \$174.75
Limited electric available \$15.00 for each outlet (1 cord plug in)
* **Lighting of tents will not be required**
- LATE ENTRY FEE:** Additional \$10.00 (late fee) if received after March 29. (If space available)
- EXHIBIT AREA SIZE:** **12' X 12' in the park, includes all Craft and Commercial spaces.**
12' X 12' or up to 12' X 20' - Food Vendor Spaces
- MAILING ADDRESS:** **Reggae SunFest Vendor**
Hernando Co Parks & Recreation
205 E Ft Dade Ave
Brooksville, FL 34601
- ELECTRONIC:** recreation@hernandocounty.us for all general inquiries & submissions.

Hernando County reserves the right to exclude a vendor or the sale of individual vendor products that do not reflect the overall theme of the festival. You will be notified should there be any excluded products. Hernando County does not provide tents, tables, chairs, electric cords or lighting. Vendors are responsible for all set up and tear down of the assigned area during the time frame provided by Hernando County. Vendor is responsible for making sure the area is kept free of litter. All participants are to remain onsite during the scheduled event time frame. Vendor must return the attached information registration forms along with the appropriate fees and required documentation. All vendors are responsible for collecting and reporting sales tax to the State.

Vendors will be provided two (2) vendor passes for gate access and one (1) vendor parking pass for the event. Additional passes may be purchased for \$5 each. All forms, fees, pictures and additional documentation are to be returned to Hernando County Parks & Recreation by fax, email or mailed to the address listed above.

Please be sure to read the enclosed vendor information page regarding times for set up/tear down, product exclusions, insurance requirements and additional items required for registration.

Payments are made payable to the Hernando County Recreation Dept. (HCRD)
We also accept Visa and MasterCard.
(352)754-4031 or fax us at (352)754-4415

REMINDER: FIRST COME - FIRST SERVE! So, reserve early!!!

Reggae SunFest

VENDOR ENTRY FORM

BUSINESS NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE (DAY): _____

CITY: _____ ST: _____ ZIP: _____

PHONE (CELL): _____

EMERGENCY#: (_____) _____

FAX NUMBER: (_____) _____

FEES ENCLOSED: \$ _____ CHECK# _____

EMAIL: _____

OCC LIC #: _____

LIABILITY INSURANCE: YES NO

*** Please be sure to read the instructions regarding providing proof of Insurance and the Hold Harmless forms.**

If you have any special needs related to a physical disability please provide information on the type of assistance needed.

VENDOR TYPE: (check one) Art/Craft Commercial Info/Non-Profit Sponsor

Food Vendor Electric * Important Electric Info \$15.00 for each outlet (1 cord plug in)

Outlets needed? (\$15 ea) _____ Amps needed or describe your elec devices? _____

Generator Other voltage, please describe: _____

How many spaces are you requesting? _____ **12' x 12' (craft)** or _____ **12' x 20 (food)**

Describe the Arts, Craft, and Food items, Product or Information that you will be selling and/or displaying: _____

What is the price range of the items you will be selling? _____

Food Vendors: Size of trailer/ set-up/ hitch side/ opens to: _____

One space is 12' but no more than 20'. Please be specific in your detail of set up size.

Menu must be approved by Festival committee. NO WATER OR SODA PRODUCTS may be sold. _____

RAIN OR SHINE EVENT. SORRY NO REFUNDS!

How did you hear about this event?

Website _____

Newspaper, Which One? _____

Where the Shows Are

Facebook MySpace Twitter Flyer

Other Vendor(s)

Banner or Sign, Where? _____

Other, please describe: _____

THIS FORM MAY BE FAXED TO 352-754-4415 OR 352-754-4098, EMAIL RECREATION@HERNANDOCOUNTY.US

-----HERNANDO COUNTY USE ONLY -----

SPACE ASSIGNED _____ w/electric _____ SPECIAL INSTRUCTIONS _____

INSURANCE _____ WAIVER _____ OCC LIC _____ FOOD PERMITS _____ OTHER _____

CHECK/MO # _____ Visa/MC _____ ENTERED: _____ Receipt # _____

Reggae SunFest Vendor Information

The following are the agreement terms for vendor spaces at the Reggae SunFest Music Festival. It is agreed that each vendor will abide by all terms listed in this agreement.

- **ELI G I B I L I T Y:** Hernando County reserves the right to determine whether any company or product is eligible under the standards for inclusion in the festival.
- **ELI G I B L E P R O D U C T S:** Hernando County is the sole supplier of water, soft drinks, beer and wine. No vendor may sell or give away any beverage, with or without food purchase. Beverage vendors must list all items in detail that they wish to sell. No vendor may sell water, soft drinks, beer or wine. All applications will be reviewed by the Festival Committee, who will then give approval of all items to be sold. This includes all menu items, crafts, information and promotions. A family friendly environment is encouraged.
- **A D M I S S I O N:** Gated event. General admission is \$5.00 per person. Children 5 to 12 are \$1.00, under 5 are admitted free. Registered vendors will be admitted at no charge with the valid passes (2 are provided). Additional passes must be purchased. Vendor badge must be worn at all times while on site.
- **B O O T H I N F O R M A T I O N:** All vendor products must be kept inside their tent space. Sidewalks and streets must be kept free of merchandise. Distribution of literature is strictly limited to the confines of the Vendor booth. Voice and/or music amplification must be kept at a low level of amplification. All vendors must agree to conduct themselves in a respectful, cooperative manner appropriate to the integrity of the attendees, fellow vendors and festival staff.
- **B O O T H A S S I G N M E N T S:** Hernando County will assign booth location to all vendors. Consideration will be given to special needs; however, spaces are assigned based on the best interest of the festival.
- **I N S U R A N C E R E Q U I R E M E N T:** All Food vendors must provide proof of liability insurance in the amount of \$1 million per occurrence. Hernando County must be named as additionally insured (see 1-2 below). All other vendors must provide the same proof of insurance; however, the attached hold harmless waiver may be substituted if you are unable to provide proof of insurance. ***Hold harmless forms do not apply to food vendors.***
 1. Certificate Holder information should read:

Hernando County Board of County Commissioners
20 N Main St
Brooksville, FL 34601
 2. Description of operations should read:

Hernando County Board of County Commissioners as additional insured in regards to General Liability. Proof of workers compensation is required for businesses with more than four employees. Auto insurance is required for all vendors utilizing a trailer as their vendor space or if the trailer will be accessed next to the vendor booth. Your application will not be complete until this is received.
- **F E S T I V A L L O C A T I O N:** Linda Pedersen Park, 6300 Shoal Line Blvd, Spring Hill, FL 34607
- **H O U R S O F S E T U P / T E A R D O W N:** **Vendor set up Fri, April 19, 12pm-4pm, this is mandatory for all food vendors. Sat, April 20, 8am-10am. Vendors tear down Sat, April 20 after 8pm- when last band has finished. Vendors are required to remain in operation during the times of festival operation hours. Vehicles are prohibited in the vendor area.**
- **F I R E & S A F E T Y:** All federal, state and local regulations pertaining to fire and safety must be adhered to. All electrical cords must be grounded and UL approved. Please label your cords.
- **P A Y M E N T:** All fees must be included with registration form.
- **C A N C E L L A T I O N P O L I C Y:** There are no refunds. This includes cancellation due to rain or acts of God.
- **G R E A S E D I S P O S A L:** Vendors are responsible for their own disposal of grease. There is absolutely no dumping of grease on festival property.
- **T R A S H D I S P O S A L:** **ALL Food Vendors** will be required to provide their own trash receptacle. There are several throughout the park that are for the use of the attendees, not for vendor disposal.

Should you have any further questions, please do not hesitate to contact us at 352-754-4031. Thank you.

recreation@hernandocounty.us please use this for all general inquiries & submissions

**REGGAE SUNFEST MUSIC FESTIVAL
Waiver and Release of Liability
Volunteers, Entertainers, Sponsors & Vendors
(Craft, Food, Commercial, Non-Profit)
REGGAE SUNFEST APRIL 20, 2013**

Whereas, HERNANDO COUNTY BOARD OF COMMISSIONERS (BOCC) is a political subdivision of the State of Florida, with a mailing address of 20 North Main Street, Suite 263, Brooksville, FL 34601; and I (participant) wish to participate with the Hernando County Parks and Recreation's REGGAE SUNFEST MUSIC FESTIVAL APRIL 20, 2013 (Set up will begin on FRIDAY, APRIL 19 and Tear down on SATURDAY APRIL 20, 2013). Participant is defined as any craft, food, commercial or non-profit vendor, volunteer, entertainer or sponsor. I voluntarily undertake said participation as set forth below. In consideration of being granted permission to participate with Hernando County REGGAE SUNFEST MUSIC FESTIVAL,

I, _____,
Name of Participant (Printed) **Relationship to Company**

Street Address **City** **State** **Zip Code**

voluntarily and knowingly execute this Release with the expressed intention to hold Hernando BOCC harmless and release the Hernando BOCC, its officers, agents, representatives and employees from all liabilities, claims, actions, damages, property, equipment, merchandise, products, persons, losses or expenses arising out of my participation with Hernando County, including injury, illness or death which may be suffered before, during or after participation.

I hereby acknowledge that my participation with Hernando County is not to be construed as being in partnership with or employed by Hernando County BOCC.

I hereby accept and fully assume all personal risk and/or risk to my property involved in participation with Hernando County, and fully assume all responsibility for any personal injury and/or property damage that may result from said participation. Furthermore, I, the undersigned understand that this waiver includes any claims based on negligent action or inaction of Hernando County BOCC, its officers, agents, representatives or employees. The undersigned has elected to assume all such risks.

It is my intention that this release is binding upon my spouse, heirs, legal representatives and assigns; and that its coverage extends to my spouse, heirs, legal representatives and assigns.

IN WITNESS THEREOF, this day _____ of _____, 2013

Signature of Participant **Date**

Signature of Hernando County Representative **Date**

STATE OF FLORIDA
COUNTY OF HERNANDO OR _____

I hereby acknowledge the original signature of the participant, _____, who is personally known to me or who provided _____ as certain identification.

Witness my hand and official seal this _____ day of _____, 2012.

 Notary Public Date

Please apply office notary seal or indicate your number and expiration date.