



PASCO REGIONAL MEDICAL CENTER *in Dade City*

Presents

The Greater
Dade City
F · L · O · R · I · D · A
Chamber of Commerce



January 30, 2010

NON-PROFIT VENDOR APPLICATION

For more information call
Greater Dade City Chamber of Commerce
(352) 567-3769
fax (352) 567-3770
email: info@dadecitychamber.org
web: <http://www.dadecitychamber.org>

2010 Non-Profit Vendor Application

Return this application - Please print legibly

Return to: Greater Dade City Chamber of Commerce, 14112 8th Street, Dade City, FL 33525

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Cell Phone: _____

E-mail: _____

_____ Number of 12' x 12' exhibit spaces. \$75.00 (Your booth setup must fit in the 12'x12' space. If your setup is over 12' in length you will be required to purchase another space.)

_____ Electrical outlet \$20.00 per space includes one electrical outlet (**limit one cord**). Electrical voltage draw is limited to 110V, 20 amps per outlet. **There are NO 220V outlets available! Electricity is limited, request does not guarantee availability.**

TOTAL check, money order or credit card information enclosed \$_____.

Must include a #10 Business Size or larger self-addressed stamped envelope and photos of ALL of the items you will be selling and your booth setup. (Please put the address on the envelope of where you want your confirmation mailed to.)

**Make check or money order payable to: Greater Dade City Chamber of Commerce. (Your check will be your receipt).
NEW-pay by Credit Card (please fill out the information below, 3 digit code is security code on back of credit card)**

Name-PRINT (as appears on Credit Card) _____

Signature (authorizing the Chamber to charge your card) _____

Credit Card Type & Number _____ Exp Date _____ 3 digit code _____

Billing Address, City, Zip _____

CHECK ALL THAT APPLY

_____ **Arts & Crafts** - original art work and individually crafted items only

_____ **Commercial Goods** - buy and sell items

_____ **Display** - do not vend on site

_____ **Farmer's Market**

_____ **Children's Activities**

_____ **Food Vendor**—must list all items to be sold

Accurate and complete description of ALL items to be sold (if you need more room list items on back of this page) _____

Vendor at last years festival? _____ YES _____ NO. If yes what booth number (s)? _____

Special Requests: _____

DISCLAIMER: The undersigned has read and agrees to abide by the rules and regulations established by the Greater Dade City Chamber of Commerce's Kumquat Festival Committee and understands that failure to do so may result in loss of assigned space. The undersigned is also aware that there will be no refunds of entry fee if the Kumquat Festival is cancelled because of weather, circumstances beyond the control of the promoter and sponsors or within 2 weeks of event. The applicant releases the promoter and sponsors from any and all liability that may occur as a result of participation in the Kumquat Festival.

X _____

Registrant's Signature

RELEASE: The Greater Dade City Chamber of Commerce releases contact information for vendors to other fair and festival organizers. If you DO NOT want your information released, please initial here _____.

If NO SPACE is available when your application is processed, would you like to be put on our waitlist? _____ YES _____ NO. Please initial here _____.

THE KUMQUAT FESTIVAL COMMITTEE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY EXHIBITS IT DEEMS UNSUITABLE FOR THE SHOW.

Vendors shall only display artworks, goods or displays that are typified by the photographs enclosed with their application. Displaying unauthorized items may result in vendor not being allowed back at future events.

General Rules:

1. Application forms must be properly completed and received by the Greater Dade City Chamber of Commerce **no later than 5 p.m. on Friday, October 16, 2009.**

With limited space it is important that you register early to secure your spot.

Send your signed completed application form with the following requirements--

- fee of \$75, per 12' X 12' exhibit space
- fee of \$20.00 for electric if needed (**Limited** Electricity is available)
- self-addressed stamped, #10 business envelope or larger (Please put address on the envelope of where you want your confirmation mailed to)
- clear photos of **ALL** items you will be selling & photo of your booth setup (**photos will not be returned**)

INCOMPLETE APPLICATIONS WILL BE RETURNED.

2. The Kumquat Festival Committee will assign exhibit spaces approximately 12'x12' in the appropriate area on a 1st come 1st serve basis. Submission of application **does not guarantee a space.**
3. A letter of confirmation will be sent to you on or before December 31, 2009. Booth Numbers will be included in your confirmation packet that will be mailed,. No confirmation given over phone before confirmation packet has been mailed. You **MUST** bring your **confirmation letter** and **layout map** to the festival for check in.
4. Calling the Chamber before confirmation is sent out, we will only be able to let you know we received your application, nothing else until confirmations have been sent out.
5. Due to health safety reasons No Booth may have Food and Crafts combined.
6. Entrants may begin unloading at their assigned sites at 6:00 am on January 30th. All vehicles must be removed from the festival area no later than 8:30 am. Exhibitors must be ready to show by 9:00 am. All works must be contained in assigned spaces. **YOU MAY NOT SET UP EARLY OR PARK AT YOUR BOOTH.** We have specific areas for parking, refer to your confirmation packet when you receive it.
7. Exhibitors must supply all displays, props, tables, chairs, etc. Tables should be covered to the ground and all extra merchandise hidden from public view. Be prepared for any type of weather, as there is no rain date for this event.
8. Entrants are responsible for their personal property, and for collecting state sales tax, payable to the Florida Department of Revenue.
9. **All vendors must stay open for business until 5 pm** unless notified by the Kumquat Festival Executive Committee. If you choose to neglect this policy and shut down early you will forfeit your opportunity to return to future events.
10. If any contact information has changed from the time you submitted, please call or email us with the updated information. Otherwise we have no way to notify you of any changes .
11. Please be aware that the Florida Department of Revenue expects vendors to pay Florida sales tax on the merchandise sold at the Kumquat Festival. Pasco sales tax is 7%. It is up to you as a vendor to report the sales tax. For information, contact the Florida Department of Revenue at 727-841-4407.

Checklist: Have you enclosed?

- _____ Completed and signed application
- _____ Photo of **ALL** your items to sell & photo of booth setup
- _____ Non-Profit Original Sales Tax Exempt Certificate
- _____ A Self Addressed and Stamped #10 Business Envelope or larger
- _____ Payment (check or money order or Credit Card information)

In order for us to process your application you must complete and submit all required items.

If your application is not complete or all required items are not included, we will return everything to you for you to make corrections and resubmit. This will cause a delay in your application being processed.



FOOD: A diversity of food and beverages will be available throughout the City with our fine restaurants and many food booths. There will also be available a Kiwanis breakfast at 7 am in the Wachovia parking lot (corner of Meridian and 6th Street).

Welcome to the wonderful world of our small town festival! We can provide the people, places and events, but we need your help to make the Dade City Kumquat Festival a true success.

Hope to see you there!

