



City of Crystal River's
 4th of July Celebration
 Thursday, July 4, 2024
 5:00-9:00 pm

Vendor Name _____

Vendor Description _____

Contact Person _____

Address _____

Phone Number (Cell) _____

E-mail _____

Items for Sale (Add separate sheet if necessary) _____

Vendor Category	<input checked="" type="checkbox"/>	Booth Space	Price	Generators- Food Vendors If you will be utilizing a generator at the event you will be required to have a unit certified for less than 70 decibels. Indicate by signing below that you understand the requirement.
<i>Please check one</i>				
Non-profit		10x10	\$35	
Business (arts & crafts)		10x10	\$75	
Food Vendor- Small		10x10	\$125	
Food Vendor- Large		Food Truck (10x20)	\$175	
Additional 10x10 Space		10x10	\$50	
Total		\$		
Trailer during setup				

Submission Guidelines

Applications will only be accepted with payment and can be submitted in an envelope with your business name on the front to Citrus County Welcome Center at 915 North Suncoast Blvd. or mailed to:
 City of Crystal River c/o Leslie Bollin 123 NW Hwy 19 Crystal River, FL 34428.
 Cash (exact change), check or money order only. Checks made payable to the City of Crystal River. Full vendor instructions will go out via email 2-3 days prior to the event. See vendor guidelines, attached.
 Applications are accepted until June 20 or until full.
Applications submitted without following the above guidelines will not be accepted, with no exceptions.

Official Use Only

Entered
 Confirmed
 Paid
 Supp Docs

Notes

Payment
 Cash Check
 MO

City of Crystal River Centennial Celebration Vendor Agreement & Guidelines

By submitting your application for the event, you are agreeing to the following terms, as well as the City of Crystal River Events and Marketing Department general vendor guidelines, found on our website.

1. All booths should be themed with either decorations, giveaways, etc.
2. Some vendor spaces for this event are not accessible by vehicle. Walking your product and setup into the event may be necessary. If you are physically unable to do so, please do not apply.
3. All items you are requesting to sell must be listed on the application. City staff reserves the right to ask you to remove items that are offensive or as they see fit for the good of the event.
4. New vendors must provide pictures of products and booth space with the application.
5. Vendor acceptance or denial is at the sole discretion of the community engagement department for any reason.
6. Some vendor categories fill quickly, your application and payment will be returned if you are denied entry for any reason to the address listed on the application.
7. Vendor categories will be duplicated for this event. Exclusivity is never guaranteed but is considered for direct sale companies (Scentsy, LuLaRoe, etc.)
8. Food vendors must have a current event food vendor application on file with the City. If you do not have one you must submit a separate application with this application. Food vendor applications can be found here www.crystalriverfl.org/special/page/become-event-vendor
9. Small food vendors are given a 10x10 space, large food vendors are given a 10x20 space. If you require extra space, you must purchase it.
10. Electricity is not available for this event. Power must be self-sufficient.
11. **If using a generator, you must sign the agreement to verify that your generator is certified for less than 70 decibels.** Generators must be contained within your vendor space.
12. Generators are only permitted for food vendors. Any other vendors requesting the use of a generator must have permission from the community engagement director prior to the event.
13. Self-contained booth lighting is recommended for this nighttime event.
14. Vendors must arrive within setup times assigned the week of the event.
15. No vehicles, under any circumstances, will remain in the event area.
16. Only 1 car per vendor will be admitted into the event during set up.
17. No vendor placement is guaranteed. Placement is fluid and will likely change.
18. During set-up time, vendors must pull their vehicles into their assigned spots and unload their products. Vehicles then must be moved to the vendor parking locations for the duration of set up. Your vehicle cannot impede into any space but your own during setup.
19. If you are bringing a trailer, you must indicate that on your application.
20. Vendors must dispose of their trash or take it with them.
21. Vendors must provide their water.
22. Vendors must stay for the duration of the event; the event is rain or shine. Please plan accordingly if your product is sensitive to water.
23. Running extension cords outside of your vendor space is not allowed.
24. This is a non-smoking event. Smoking is prohibited during the event and setup.
25. Final instructions will go out a few days before the event. Please understand the community engagement department is out of the office most of the week of the event. If you have questions for the director, please email or text only.