



Event Vendor Agreement Form

By applying for a City of Crystal River event, you agree to the following terms:

Conduct

1. The City of Crystal River is not responsible for any injury sustained by vendors, their personnel, or guests.
2. All vendors are representative of the City of Crystal River Events and Marketing Department and must act in a manner becoming to the department.
3. The vendor agrees to comply with all laws governing an employer's responsibility with respect to persons and its employees.
4. The vendor and its employees shall exercise courtesy and consideration in dealing with the public, other vendors, and City staff.
5. Defamatory speech regarding City staff, elected officials, or the event overall to any members of the public is immediate grounds for termination. Any issues or concerns should be communicated to the Events and Marketing Director.

Vendor Setup

6. Vendors will provide their own equipment, including tents, tables, chairs, extension cords, and garbage receptacles.
7. Vendors will not be allowed to set up or sell within the City of Crystal River outside of an organized event.
8. No electricity is available unless confirmed with the Events and Marketing Department before the event.
9. Water is available for some events; availability should be confirmed for each event.
10. GENERATORS: Only pre-approved QUIET GENERATORS, certified for less than 70 decibels will be permitted. If your generator is deemed by event staff to be disruptive or hazardous to your neighbors or the event, you will be asked to discontinue its use.
11. Vendor placement is based on the best interest of the event. Reasonable requests are considered and can be made on applications for each event.
12. No subletting or sharing of space with a secondary commercial or non-profit organization without approval as part of the application process.
13. Vehicles of any type are not part of vendor space and are not permitted inside any event after vendor set up. NO EXCEPTIONS! Vehicles must always remain out of thorough fairs during set-up and break down. One vehicle is allowed per vendor and must pull into your assigned space and unload, and then must be removed to vendor parking. No vendors will be allowed unload periods longer than 30 minutes without prior approval and coordination with the Events and Marketing Department.
14. Town Square and Splash Pad area are not always accessible by car. If an event is being held in these locations, please note that all vendor product for load-in and load-out could be walked into the space.
15. Vendors should assume an amount of walking will be involved in set up at all locations. Please plan accordingly.

Vendor Spaces

16. Vendors must stay confined to their assigned and purchased space size. Expanding outside of this area onto sidewalks, grass areas, or streets is unacceptable and creates a hazard. This includes displays, tables, and signage.
17. Vendors will leave no trash behind after the event. Your space must look the way it did prior to your arrival.
18. Vendors are responsible for keeping the area around their space clean. Including picking up after patrons of your booth.
19. Vendors are expected to be open and staffed during event hours. Closing your booth early or at any time during the festival is not permitted.
20. No smoking or vaping in the vendor space at any time during set up, break down, or event times.
21. Vendors may only sell from the confines of their booth. No strolling allowed.
22. Vendors may not call out, interfere with, or solicit patrons at neighboring booths.
23. The vendor shall not move, switch, or trade booth space.
24. Signage cannot be displayed anywhere in the event except at your assigned booth.
25. Security is provided at the event for the protection of all. Vendors are solely responsible for the safety of their booth and products.

Merchandise

26. All merchandise must be pre-approved before the event.
27. No merchandise that is defamatory, offensive, abusive, or deemed controversial by the Events and Marketing Director, City Council or the City Manager will be allowed.
28. City staff reserve the right to ask for merchandise to be removed that is deemed inappropriate for the event. Material deemed inappropriate will be at the sole discretion of the Events and Marketing Director or City Manager.

Regulations

29. The vendor's facilities and premises may be inspected at any time by authorized representatives of the Division or by any other State, County, or municipal officer or agency responsible for inspection of such operations. The vendor shall immediately correct any deficiency cited by such inspectors.
30. Participating food vendors must comply with the rules and regulations of the State of Florida Health Department and other governmental agencies with jurisdiction over the City of Crystal River.
31. Food vendors are required to have fire extinguishers at their booths in compliance with Florida regulatory requirements.

General

32. All City events are rain or shine. All event locations are outdoors with possible uneven terrain and inclement weather/wind gusts. Please prepare accordingly. Staking into the ground is not permitted.
33. The Events and Marketing Department reserves the right to cancel an event for any reason.
34. No refunds for any reason, including cancellation of the event will be issued. Vendor fees will be rolled into a future event if an event is canceled.
35. Returned checks will incur a \$25.00 fee and be required to pay future vendor fees in cash or money order.
36. If you cannot attend an event due to extenuating circumstances, a call or email must be made to the Events and Marketing Department before vendor check-in.
37. Exclusivity will not be granted to any vendor or category; product duplicity should be expected at most events. Placement and duplicity are at the discretion of the Events and Marketing Department and in the best interest of the event.
38. Vendor instructions for all events go out 2-3 days before the event start date. Please refrain from calling or emailing requesting instructions before then. Instructions will be clear and concise and will answer most questions.
39. Each event will come with additional rules and instructions that must also be adhered to.



Mobile Food Vendor Application

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| Date of Application | | | |
| Business Name | | | |
| Owner(s) Name | | | |
| Address | | | |
| | | | |
| Cell Number | | Alt. Number | |
| Email Address | | Social Handles | |
| | | | |
| Menu Items (Must provide specific items for each event) | | | |
| Vendor Space Required (10x10, 10x20, etc.) | | | |
| Power must be self-supplied. Generators will be required to be certified at less than 70 decibels. Noise reduction boxes may be used with prior approval from the events and marketing director only. | | | |
| Insurance Provider | | | |
| Policy Number | | | |
| Insurance policy with a minimum \$1,000,000.00 liability and the City listed as additionally insured is required. Vendor must submit an updated policy each year to the City. | | | |
| Documentation Required | | | |
| 1. Vendor's Certificate of Liability Insurance | | | |
| 2. City of Crystal River Additionally Insured Certificate | | | |
| 3. DBPR/Dept of Ag License or reason for exemption | | | |
| 4. Picture of Event Setup | | | |
| 5. Food Handler's License | | | |
| This application and all supporting documentation must be received as one packet to 123 NW US Highway 19 Crystal River, FL 34428 or emailed as one pdf document to lbollin@crystalriverfl.org | | | |
| By submitting this application, you are acknowledging that you have read the event vendor agreement form and agree to follow all guidelines within that document. | | | |