



High Springs Fall Festival
October 22nd, 2022
FOOD VENDOR APPLICATION

Name of Business _____ Years in Business _____

Contact Person _____ FL Sales Tax# _____

Address _____ City _____

State _____ Zip Code _____ email address _____

EMAIL is required in order for us to contact you

Preferred Phone# and at what time is best to call? _____

MENU. Be Specific. List the item and whatever variations of it you plan to serve. Include drinks.
(Example: Fries-French, butterfly, spiral, sweet potato) You may attach a list

We have limited hook ups. Please list what type of power you need. If using a generator, **MUST BE A QUIET GENERATOR**. We do not provide water.

How much space do you require? Please provide total length and depth, including height, anchors, tanks, doors, awnings etc. Include any item that will become part of your set up and not be moved.

Please advise if a stock trailer needs to be kept behind your booth space, if space must be level, etc. and any other set up information that we would need in order to place you properly.

Diagram your set up or include on separate sheets. Also include photos of your food truck, setup, and food products (Photos will not be returned).

Do you have a DBPR Mobile Vending annual license or a Department of Agriculture annual license? _____ Food handler's license? _____

Spaces are approximately 15 x 15. If you need more space, please note that in the above section where it is asked how much room do you require for your complete set up.

Space fees:

For Profit Commercial Food Vendor-multiple items	\$100.00
Snack Food Vendor one/two items	\$50.00
Non Profit Food Vendor (must supply documentation)	\$50.00

**Deadline for sending in the application is Friday, October 14th, 2022.
NO EXCEPTIONS.**

You will be notified of your acceptance as soon as possible. Not all applications will be accepted as we have limited space and try to avoid duplications with the exception of beverages. We also give first right of refusal to returning vendors in good standing. You will be required to provide a \$1,000,000 liability certificate of insurance for the High Springs Chamber of Commerce.

For all questions relating to be a food vendor, please contact the Chamber Office at 386-454-3120 or through our email at chamber@highsprings.com

HOLD HARMLESS AGREEMENT

I have read the food vendor rules and agree to abide by these rules. I understand that failure to comply with said rules may result in expulsion from the event. I agree that I will not hold the High Springs Chamber of Commerce, City of High Springs, sponsors and volunteers liable for any claims, liabilities, costs or charges arising out of any accident, injury, loss or damage to the person or property of the vendor while participating in the Pioneer Days event.

Vendor signature _____ Date _____

Vendor printed name _____

Return page 1 & 2 of the application, and photos of set up to:

**High Springs Chamber of Commerce
P.O. Box 863
High Springs, FL 32655-0863**

GENERAL FOOD VENDOR RULES

1. Must provide proof of \$1,000,000 liability insurance for festival showing High Springs Chamber of Commerce and the City of High Springs as the certificate holder. If your certificate expires before the festival date a current one must be received prior to the festival. Does not apply to nonprofit groups.
2. Must comply with fire safety requirements. Fire extinguishers must be kept on site and according to code for the kind of food being prepared. Type K must be used for anyone who does fried food. Tents must be flame resistant. Propane tanks must be secured. Fire Marshall will check to make sure you are in compliance.
3. Floors in tents with food prepared in grease must be covered by mats, tar paper etc. to keep the grease off the pavement. No grease or oil to be poured on ground, in storm drains etc. Take it with you.
4. If your booth space is on pavement, absolutely no staking of tents is allowed.
5. Must comply with health department guidelines published by the DBPR as the Hotel and Restaurant Guide to Temporary Food Service Events.
6. Your check will only be deposited if you are accepted. Any check that is returned to us will be required to be made good within 2 weeks with a money order and any returned check fees must be included. Failure to do so will eliminate your participation in the festival and you will not be allowed to apply in the future. Space fee is non-refundable once accepted.
7. You may not trade, sell, share, or sublet your space.
8. A responsible person 18 years or older must be present at all times.
9. You are restricted to sell only items approved on your application. You will be checked periodically for compliance. Any additions to your menu must be approved prior to the event. Depending upon the number of food vendors that apply, limited duplications of menu items may be considered, with the exception of beverages. No alcoholic beverages can be sold, given away, or consumed during the event.
10. A dumpster will be provided for trash. Please do not use the trash receptacles set out for the public.
11. Security will be provided Saturday, but each vendor is responsible for their own property to prevent theft or vandalism.
12. Food vendors will be allowed to set up Friday between 1:00pm – 6:00pm. The vendor packets will be available at the sign in station next to the food court area. Anything needed must be hand carted in after this time. Festival hours are Saturday from 10:00am to 8:00pm.
13. Tear down must occur after 8:00pm Saturday. Please do not tear down prior to this. Do not bring your vehicle into the area until you are ready to load and pull out.
14. Parking for vendors will be in designated areas. Do not park in any of the church parking lots.
15. No animals are allowed in/around the food booths.
16. No smoking is allowed in the food booths.
17. Tents or trailers must be utilized for covering food. Skirting and attractive table coverings should be used for tents with ample signage to advertise your menu and clearly define prices.
18. No food or beverage items are allowed to be given away for free, except for samples of products, such as kettle korn, and glazed donuts for example, and must be approved by the Chamber.