

# ACTIVITY VENDOR APPLICATION

Please complete **ONE** application for **EACH** event; sign the application and return it (pages 1-3 and 6-7, signed and initialed) with your donation, **proof of insurance, photo of set-up, and footprint for each activity.** Check or Money Order made payable to New Port Richey Main Street. Or call our office to process Visa, MasterCard and American Express payments.

**ACTIVITY VENDOR SPACE IS \$450.00 + 15% OF GROSS SALES**

EVENT	DATE(s)	TIME(s)
_____ MAIN STREET BLAST	July 01, 2016	Friday 05:00pm – 11:00pm
_____ MAIN STREET BLAST	July 02, 2016	Saturday 10:00am – 11:00pm

FIRST, LAST NAME: \_\_\_\_\_

DBA OR BUSINESS NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY TIME PHONE: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

VALID SALES TAX CERTIFICATE NUMBER (IF APPLICABLE): \_\_\_\_\_

DESCRIPTION OF ITEMS AND/OR SERVICES: **MUST SHOW PHOTOS OF BOOTH DISPLAY!** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL NEEDS:**  110V ELEC. + \$15.00 PER SPACE  220V ELEC. + \$25.00 PER SPACE  WATER NO CHARGE

Vendors can expect a 15amp. power supply. Should electrical needs exceed supply, a QUIET generator would need to be provided. Fees will be refunded if for some reason we are unable to supply.

**Other:** PLEASE INDICATE SIZE (LENGTH AND WIDTH)

\_\_\_\_\_ Oversized  Tent \_\_\_\_\_  Trailer \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** YOU ARE RESPONSIBLE TO MEET ALL FIRE SAFETY REGULATIONS AS SET FORTH IN THE "FIRE SAFETY RULES" ON PAGE 4. YOU MUST HAVE A LABEL, CERTIFICATE OR FIRE RATING TAG AFFIXED TO THE TENT OR IN YOUR POSSESSION. EXTENSION CORDS MUST BE 10 GAUGE 3-WIRE WITH GROUND WHEN CONNECTING TO ANY ELECTRICAL SOURCE.

**RULES & REGULATIONS:**

Event will be held Rain or Shine. NO Refunds. NO Rain Dates.

**LOGISTICS AND REQUIREMENTS:**

New Port Richey Main Street, Inc. reserves the right to refuse admittance to any vendor whose product and/or work is deemed offensive or of questionable taste. New Port Richey Main Street, Inc. reserves the right to selection & limitations of vendors. Each participant is responsible for collecting Florida State sales tax and reporting it to the Florida Department of Revenue. Each participant is responsible for their own display and must be open during advertised hours of the event. All vehicles must be removed from show area an hour prior to start of event. All participants must be registered, no exceptions. Spaces may not be shared. Tents, tables, chairs or devices for serving are the sole responsibility of the individual participant. Assigned sites may be reassigned at the discretion of Main Street or its representatives.

**FEES: ALL FEES ARE NON-REFUNDABLE.**

THE REGISTRATION FEE \$450.00. If you require more space than you indicated, please indicate that on the application and be prepared to pay additional fee\*.

**SPACE SIZE:**

Spaces are a total area \_\_\_\_\_. This includes any tent ropes that must be marked by ribbons or plants so others do not trip over them. Be prepared to set up on asphalt or grass.

**SET UP:**

Vendor must follow all rules and regulations as outlined by City, County and State Health Department. Please check in at the registration booth on site for your location.

**BREAK DOWN AND CLEAN UP:**

Each vendor is required to break down their booth after the close of the event. Leaving prior to end of show will jeopardize participating in future events. Booths, tents, displays, trash etc. left until the next day may be charged a substantial additional amount in clean up fees and/or penalties. Clean up of booths and surrounding areas is the responsibility of the vendor. Any clean up by the City of New Port Richey, or an agent of the GNPRMS, is a minimum rate of \$25.00 per hour with a 4 hour minimum.

**GENERAL RELEASE: (Must sign and return with each application)**

I, (please print name) \_\_\_\_\_ agree to the rules states in this agreement between myself and NEW PORT RICHEY MAIN STREET, INC. (GNPRMS). I also agree to indemnify, defend, and hold harmless GNPRMS, the CITY OF NEW PORT RICHEY, any and all SPONSORS and any and all members or agents from all claims, injuries, damages or actions caused or suffered by the exhibitor arising out of the activity or participation of the exhibitor in connection with this event. I also as the exhibitor agree to save and hold harmless GNPRMS, the CITY OF NEW PORT RICHEY, any and all SPONSORS and any and all members or agents, for the damage of or loss of personal property and or effects of the exhibitor stored, used or sold during the activity which the exhibitor was a participant in. Florida State Tax collection is the responsibility of each vendor.

APPLICANTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

I have read and understood the fire safety rules.

\_\_\_\_\_  
(Signature)

I have read and accepted the conditions of inspection.

\_\_\_\_\_  
(Signature)

PLEASE INCLUDE THE FOLLOWING: (failure to submit any of the above information for each event, may result in application rejection)

\_\_\_\_\_ (Initials) Application form signed and completed

\_\_\_\_\_ (Initials) Proof of "Certificate of Insurance" including New Port Richey Main Street as additional insurer

\_\_\_\_\_ "Hold Harmless" Agreement

\_\_\_\_\_ (Initials) Copy of Valid Sales Tax Certificate Number (if applicable)

\_\_\_\_\_ (Initials) Photo of booth and/or display with footprint

\_\_\_\_\_ (Initials) Registration Fee (Check or Money Order; we also accept MasterCard and Visa over the phone at 727.842.8066.

**Mail completed application with a check or money order (made payable to GNPRMS) for the registration/site fee and any additional services to:**

NEW PORT RICHEY MAIN STREET, INC.  
6345 Grand Blvd.  
New Port Richey, Florida 34652  
OR

IF YOU PREFER TO PAY BY VISA OR MASTERCARD, CALL THE OFFICE 727.842.8066  
(There will be a fee of \$35.00 charged for any return check; no exceptions).

Selection of vendors is at the sole discretion of New Port Richey Main Street, Inc.  
Some limitation of vendors per category is at the discretion of GNPRMS.

**Confirmed vendors will be notified by mail or email.**

Please refer any questions or concerns to: [kathy@gnprmainstreet.com](mailto:kathy@gnprmainstreet.com) or 727-842-8066.

**THANK YOU FOR YOUR PARTICIPATION**



# City of New Port Richey

*"The Gateway to Tropical Florida"*

5919 Main Street, New Port Richey, Florida 34652

## Requirements for Special Events

**Inspections shall be conducted on the agreed time with the event coordinator, unless alternate arrangements have been approved by City Officials.**

**Must comply with the following at time of inspection:**

- **Tents:**
  - Must conform with all applicable codes and requirements
  - Must be fire rated if over 10' X 10' **or** used for cooking of any type
  - Approval Label, certification or fire rated tag **MUST** be affixed to the Tent
  - Must be located at least 10 ft. from any existing structure
  - **Must** be located at least 10 ft. between each vendor
  - Non-cooking tents may have up to 3 tents connected but must have 10 ft. on both sides between them and the next vendor
  - Must be properly secured and/or anchored by 15 lbs. per leg & no stakes allowed
  
- **Portable ABC fire extinguisher:**
  - **For all cooking operations**, other than deep frying, a **minimum 2A:10BC** rated extinguisher minimum 5 lbs. is required.
  - Extinguisher must be placed in a conspicuous location, adjacent to the cooking appliance and readily accessible for immediate use.
  - Extinguishers shall be unobstructed and shall not be obscured from view
  - If cooking appliances are separated, additional extinguishers are required
  - Extinguisher **MUST** be inspected annually and have a current inspection tag
  
- **K type portable fire extinguisher if cooking with fryer or emitting grease laden vapors:**
  - For deep frying cooking operations, a K extinguisher with a minimum 40BC rating being a minimum of 2.5 gallons is required
  - Extinguisher **MUST** be inspected annually and have a current inspection tag
  
- **LP gas cylinders:**
  - All tanks not in use shall be stored outside the cooking booth in a secure location and protected from tampering
  - All tanks shall be secured and protected from damage in the upright position on a solid surface as required by NFPA 34



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- 3-point anchoring is recommended for larger tanks
- Tanks shall be closed when not in use
- LPG equipment and connections must be in good working order and are subjected to testing prior to use
- **Tank in use will have a horizontal distance of no less than 2' from the cooking appliances**
  
- **Cooking Equipment:**
  - Must be away from combustible material, and in good working order
  - All equipment is subjected to testing prior to use
  - All fryers must be installed on a wood or concrete base so that the fryer is completely stable
  - All fryers must have lids available for immediate use
  - Must not obstruct walkways or exit ways
  - Maintain access to disconnect fuel supply gas or electric
  - Shall be arranged to protect public from accidental contact with cooking equipment
  - Where deep fryers are adjacent to open flame cooking devices they shall be separated by 16 inches or a noncombustible baffle at least 8 inches in height
  
- **Electrical:**
  - Must conform to requirements of National Electrical Code
  - Use the City's electrical source vendors will inform and receive approval prior to the event
  - Extension cords must be 10 gauge, 2-wire with ground when connecting to City electrical source
  - Generators and outdoor wiring must have GFI protection
  - Portable generators shall not be located within 20' from any tent and/or combustibles
  - Generators is accessible to the public must provide a physical barrier to protect from accidental contact
  - All multi-taps shall be surge protected (Ex: 3 or 4 way splitters, power strips)

It is the event coordinator's responsibility to assure compliance with all applicable Codes and requirements.

For additional information, please contact:

**New Port Richey Fire Department 727-853-1032** or the **Development Department 727-853-1047**



## Vendor Responsibilities

Event: **2017 KIAfest – Main Street Blast**

Event Dates: **Friday, June 30, 2017 05:00pm – 11:00pm**

**Saturday, July 01, 2017 12:00pm – 11:00pm**

\_\_\_\_\_ Proof of Inspection Tag on Fire Extinguishers. (if applicable)

\_\_\_\_\_ Proof of Certification label and/or fire rating tag affixed to the tent of the fabric. (if applicable)

\_\_\_\_\_ **Acknowledgement** that you have read the vendor requirements for Special Events.

\_\_\_\_\_ **Acknowledgement** that you will be on site for inspections, load-in and load-out and the allotted duration of the event.

\_\_\_\_\_ **I understand** that failure to comply with City Rules & Regulations could cause a delay in opening for business, participation in the event and/or further participation in other events held in the City of New Port Richey.

Business/Vendor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HOLD HARMLESS AGREEMENT FOR VENDORS

**The undersigned**, in exchange for access to SIMS PARK during the indicated event, agrees to indemnify and hold harmless the CITY OF NEW PORT RICHEY And NEW PORT RICHEY MAIN STREET, INC. and their respective trustees, officers, employees, contractors and agents from and against all claims, damages, actions, lawsuits, liability and expenses in connection with the loss of life, personal injury, and or damage to or loss of property caused wholly or in part by any act or omission of the undersigned (hereafter “activity vendor”) or its agents, contractors or employees related to the vendor’s activities.

**Vendor also acknowledges** that the CITY OF NEW PORT RICHEY and NEW PORT RICHEY MAIN STREET, INC. and their respective trustees, officers, employees, contractors and agents do not individually or collectively assume any responsibility for any property of the vendor used by or brought into DOWNTOWN NEW PORT RICHEY, and specifically the SIMS PARK. Vendor agrees to take whatever legal steps it deems necessary to protect its property. Vendor hereby releases, acquits and discharges the CITY OF NEW PORT RICHEY and NEW PORT MAIN STREET, INC. and its respective trustees, officers, employees, contractors and agents from any claim of liability for damage to or loss of its property.

**Name of Event:** **2017 KIAfest – MAIN STREET BLAST**

**Date of Event:** **FRIDAY, JUNE 30, 2017 05:00PM – 11:00PM**  
**SATURDAY, JULY 01, 2017 10:00AM – 11:00PM**

**Vendor:** \_\_\_\_\_

**Service to be performed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_

**Address of Company:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Representative Phone Number:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(print name)

**Signed by:** \_\_\_\_\_  
(signature)