



ARTS AND CRAFTS VENDOR APPLICATION

Please complete **ONE** application for **EACH** event; sign the application and return it (first 3 pages, signed and initialed) with your donation, **proof of insurance**, and photo of **set-up**. Check or Money Order made payable to **NPRMS**. Or call our office to process Visa, MasterCard, AMX payments.

ARTS & CRAFTS VENDORS 12' X 12' @ \$50.00 PER SPACE

	EVENT (2 DAY EVENT)	DATE(s)		TIME(s)
_____	MAIN STREET BLAST	June 30, 2017	Friday	05:00pm – 11:00pm
	(MUST ATTEND BOTH DAYS)	July 01, 2017	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: _____

DESCRIPTION MUST SHOW PHOTOS OF BOOTH DISPLAY AND LIST OF MENU ITEMS TO BE SOLD.

SPECIAL NEEDS: 110V/ 20AMP ELEC. + \$15.00 PER SPACE 220V/50AMP ELEC.+\$25.00 PER SPACE WATER NO CHARGE

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

Are you planning on cooking with: oil/grease propane gas open flame

Other: PLEASE INDICATE SIZES (LENGTH AND WIDTH)

Tent _____ Trailer _____ Other _____

ANY FRONT FOOTAGE OVER 12" WILL NEED TO PAY FOR AN ADDITIONAL SPACE. PLEASE INCLUDE THIS IN YOUR PAYMENT.

PLEASE NOTE:

YOU ARE RESPONSIBLE TO MEET ALL FIRE SAFETY REGULATIONS AS SET FORTH IN THE "FIRE SAFETY RULES" ON THE NEXT PAGE. 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.



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RULES & REGULATIONS:

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

LOGISTICS AND REQUIREMENTS:

The 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 IS PER 12' x 12' SPACE. If you require more space please indicate that on the application and be prepared to pay for an additional space.

SPACE SIZE:

Spaces are a total area of 12' x 12'. 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.

INSPECTION:

In order to merit a satisfactory inspection YOU MUST Have a 10 gauge 3-wire with ground extension cord at the time of inspection. **Only one power strip per 10-gauge cord allowed**

**A \$100.00 fee will be retained from gross monies pending a satisfactory Inspection of Site...
The \$100.00 Fee will be released to you prior to you leaving the park at the end of the event**

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 WILL 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. (NPRMS). I also agree to indemnify, defend, and hold harmless NPRMS, 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 NPRMS, 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: _____



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I have read and understood the fire safety rules (pg.4 & 5)

(Signature)

I have accepted, and signed the Vendor Responsibility Form.

(Signature)

PLEASE INCLUDE THE FOLLOWING:

____ (Initials) Application form signed and completed

____ (Initials) Proof of "Certificate of Insurance"

____ (Initials) Photo of booth display

____ (Initials) Registration Fee (Check or Money Order; we also accept MasterCard, Visa or AMEX over the phone).

FAILURE TO SUBMIT ANY OF THE ABOVE INFORMATION FOR EACH EVENT WILL RESULT IN APPLICATION REJECTION

Mail completed application with a check (There will be a fee of \$35.00 charged for any return check; no exceptions).
Or money order (made payable to NEW PORT RICHEY MAIN STREET) 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, MasterCard, or AMX Call the Office 727.842.8066

The selection and/or limitation of vendors per category is at the sole discretion of New Port Richey Main Street. Confirmed vendors will be notified by phone and email.

Please refer any questions or concerns to kathy@nprmainstreet.com or 727-842-8066.

THANK YOU FOR YOUR PARTICIPATION



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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



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Vendor Responsibilities

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

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

Saturday, July 01, 2017 10:00am – 11:00pm

____ Proof of Inspection Tag on Fire Extinguishers

____ Proof of Certification label and/or fire rating tag affixed to the tent of the fabric.

____ 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: _____