



FOOD VENDOR APPLICATION

Please complete one application for EACH event; sign the application and return it with your donation, proof of insurance, photo of set-up, and sample menu. Check or Money Order made payable to GNP RMS. Please call the office to process Visa or MasterCard payments.

FOOD VENDOR IS 15X15 SPACE @ \$200.00 PER SPACE PLUS 20% OF GROSS SALES.	
_____ NIGHT IN THE TROPICS (street festival hosted in the downtown)	Aug 28, 2015
_____ FALL FESTIVAL	October 2, 3, 2015
_____ MAIN STREET HOLIDAYS	December 4, 5, 2015
_____ COTEE RIVER SEAFOOD BLUES & BOAT FEST	April 29, 30 May 1 st , 2016
_____ MAIN STREET BLAST	June 24, 25, 2016

NAME: _____

DBA OR BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

DAY TIME PHONE: (____) _____ CONTACT PHONE: (____) _____

EMAIL ADDRESS: _____

WEBSITE: _____

VALID SALES TAX CERTIFICATE NUMBER (IF APPLICABLE): _____

CHECK WHICH BEST REPRESENTS YOUR FOOD / BEVERAGE OFFERING, AND THEN DESCRIBE.

PLEASE NOTE THAT YOUR MENU WITH PRICES MUST BE SENT IN WITH THIS APPLICATION

() Full Menu () Specialty () Snack () Dessert () Beverage () Other

Describe Items: _____

Special Needs: () 110V electric (\$15 PER SPACE); () 220V electric (\$25 PER SPACE); () water (N/C)

- Vendors can expect a 15 amp 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.

Are you planning on: () cooking with oil/grease () cooking with the use of propane/gas/open flame

Other: PLEASE INDICATE SIZES (LENGTH AND WIDTH)

() Oversized Booth: _____; () Tent: _____; () Trailer: _____; () Other: _____

PLEASE NOTE ANY FRONT FOOTAGE OVER 15' WILL HAVE AN ADDITIONAL CHARGE OF \$10 PER FOOT.

PLEASE INCLUDE THIS IN YOUR PAYMENT.

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

ESPECIALLY NOTE THAT:

YOU MUST HAVE A LABEL, CERTIFICATE OR FIRE RATING TAG AFFIXED TO THE TENT OR IN YOUR POSSESSION AND EXTENSION CORDS MUST BE 10 GAUGE 3-WIRE WITH GROUND WHEN CONNECING TO ANY ELECTRICAL SOURCE.

City of New Port Richey

"The Gateway to Tropical Florida"

City Hall, 5919 Main Street, New Port Richey, Florida 34652

FIRE SAFETY RULES PER FIRE MARSHALL

Vendor requirements for Special Events

Inspections shall be conducted no later than **an hour before the start of the event** unless alternative arrangements have been approved by the City Officials.

All vendors 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'x10' or used for cooking of any type
 - **Must have label, certification or fire rating tag affixed to the tent fabric**
 - Must be located at least 10 ft. from any existing structure
 - Must be properly secured and/or anchored to prevent harm in weather-related event
- Portable ABC fire extinguisher:
 - Extinguisher must be properly inspected, serviced, and tagged as required by law
 - Must be located within 10' of cooking area
 - Extinguishers must be 5lbs or greater in size
- K type portable fire extinguisher if cooking with fryer or emitting grease laden vapors:
 - Extinguisher must be properly inspected, serviced, and tagged as required by law
 - Extinguisher must be a minimum of 2.5 gallons or greater in size
- LP gas cylinders:
 - Properly anchored and secured as required by NFPA 34
 - Must be on solid surface
 - 3 point anchoring is recommended for larger tanks
 - Must be protected from vehicular traffic
- Cooking equipment:
 - Must be away from combustible material, and be in good working order
 - Must not obstruct walkways or exits
 - Maintain access to disconnect fuel supply or electric
- Electrical:
 - Must conform to requirements of National Electrical Code
 - **Extension cords must be 10 gauge 3-wire with ground when connecting to electrical source**
 - Generators and outdoor wiring must have GFI protection and must be quiet
 - All multi-taps shall be surge protected (Ex: 3 or 4 way splitters, power strips, etc.)

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

For additional information, please contact: **City of New Port Richey Fire Department – 727-853-1032 or the Development Department – 727-853-1047**

RULES & REGULATIONS:

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

***WE OPERATE FOOD SALES WITH FOOD TICKETS. NO FOOD VENDOR SHALL COLLECT CASH UNDER ANY CIRCUMSTANCE. FOOD PRICES SHOULD BE IN EVEN DOLLAR AMOUNTS AS TICKETS ARE SOLD AT THE FOOD TICKET BOOTHS IN ONE DOLLAR INCREMENTS. FOOD VENDORS MUST HAVE SIGNAGE AND PRICES DISPLAYED.**

LOGISTICS AND REQUIREMENTS: The Greater 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. Greater 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 15' x 15' SPACE. If you require more space please indicate that on the application and be prepared to pay additional fee*. **Each additional site requires an additional \$200 registration fee.**

SPACE SIZE: Spaces are a total area of 15' X 15'. 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.

A \$100.00 fee will be retained from gross monies pending a satisfactory inspection of Site by our Inspection Team.
The \$100 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 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 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 GREATER 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: _____

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

Greater New Port Richey Main Street, Inc.

6231 Grand Boulevard, New Port Richey, Florida 34652

Or IF YOU PREFER TO PAY BY VISA OR MASTERCARD, CALL THE OFFICE 727.842.8066

Selection of vendors is at the sole discretion of Greater New Port Richey Main Street, Inc.

Some limitation of vendors per category i.e. hot dogs; desserts etc. at discretion of GNPRMS.

Confirmed vendors will be notified by mail or email.

PERCENTAGE OF SALES AGREEMENT

In addition to the Registration/Site Fee of Two Hundred Dollars (\$200.00) per 15'x15' space, I (please print name) _____ agree to pay GNPRMS 20% (twenty percent) of our total gross sales generated per day (Gross is before expenses are deducted). This money is in addition to the registration/site donation and due at the close of each day, and/or prior to leaving event property. _____ (Initials here)

I have read and understood the fire safety rules. _____
(Signature)

I have read and accepted the conditions of inspection. _____
(Signature)

Please include the following:

- _____ (Initials) Application form signed and completed
- _____ (Initials) Proof of Insurance
- _____ (Initials) Photo of booth display
- _____ (Initials) Menu with prices
- _____ (Initials) Registration Fee (Check or Money Order; we also accept MasterCard and Visa over the phone 727.842.8066)

Send the above information to:
GREATER NEW PORT RICHEY MAIN STREET, INC.
6231 Grand Boulevard, New Port Richey, FL 34652

*There will be a fee of \$35.00 charged for any return check; no exceptions.

Please refer any questions or concerns to: gnprmsevents@gmail.com or 727-842-8066.

**THANK YOU FOR YOUR
PARTICIPATION**