



20th Annual Cotee River SeaFest

April 26th-28th, 2019

ARTS AND CRAFTS VENDOR APPLICATION

(MUST ATTEND ALL THREE DAYS)



Name: _____

DBA or Business Name: _____

Valid Sales Tax Certificate # _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Phone: () _____ **Contact Phone:** () _____

Contact Email Address: _____

Website: _____

Description: (Please show photos of booth display) _____

Electric 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)

PLEASE INDICATE SIZES (LENGTH & WIDTH)

COST: \$75.00 (10 X 10)

NOTE: ANY FRONT FOOTAGE OVER 10' WILL NEED TO PAY FOR AN ADDITIONAL SPACE. PLEASE INCLUDE THIS IN YOUR PAYMENT

TENT _____ **TRAILER** _____ **OTHER** _____

RULES AND REGULATIONS

EVENT WILL BE HELD RAIN OR SHINE. NO REFUNDS. NO RAIN DATES

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. **INITIAL**

LOGISTICS AND REQUIREMENTS: THE NEW PORT RICHEY MAIN STREET, INC. RESERVES ANY 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 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 (1) POWER STRIP PER 10 GAUGE CORD PLEASE. **\$100 FEE** WILL BE RETAINED FROM GROSS MONIES PENDING A SATISFACTORY INSPECTION OF SITE. **THE \$100 FEE** WILL BE RELEASED TO YOU PRIOR TO 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 THE 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 BOOTHS AND SURROUNDING AREAS IS THE RESPONSIBILITY OF THE VENDOR. ANY CLEAN UP BY CITY OF NEW PORT RICHEY OR NEW PORT RICHEY MAIN STREET IS A MINIMUM OF \$25.00 PER HOUR WITH A FOUR (4) HOUR MINIMUM.

INITIAL

**NEW PORT RICHEY MAIN STREET, INC
20TH ANNUAL COTEE RIVER SEAFEST
GENERAL RELEASE**

(MUST SIGN AND RETURN WITH APPLICATION)

**I, (please print name) _____
agree to the rules stated in this agreement between myself and
NEW PORT RICHEY, INC. (NPRMS). I also agree to indemnify,
defend, and hold harmless NPRMS, THE CITY OF NEW PORT
RICHEY and any and ALL sponsors and any and all 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, and 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: _____



(1) I HAVE READ AND UNDERSTAND THE FIRE SAFETY RULES (PAGE 5 & 6)

APPLICANT'S SIGNATURE

(2) I HAVE ACCEPTED AND SIGNED THE VENDOR RESPONSIBILITY FORM (PAGE 7)

APPLICANT'S SIGNATURE

PLEASE INCLUDE THE FOLLOWING:

_____ (INITIALS) APPLICATION FORM SIGNED AND COMPLETED

_____ (INITIALS) CERTIFICATE OF INSURANCE (COI)

_____ (INITIALS) COPY OF VALID SALES TAX CERTIFICATE NUMBER

_____ (INITIALS) PHOTO OF BOOTH DISPLAY

_____ (INITIALS) INITIAL AND SIGN VENDOR RESPONSIBILITY FORM

_____ (INITIALS) REGISTRATION FEE (CHECK/MONEY ORDER/VISA/MC/AMEX)

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

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 at the contact phone and email given on the application.

Please refer any questions to Admin1@nprmainstreet.com OR CALL 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
 - 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**

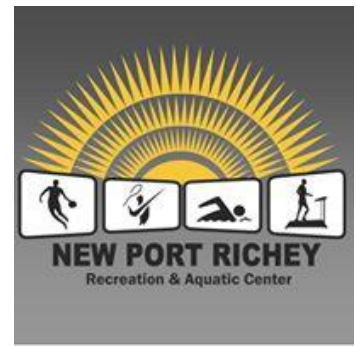
- **Cooking Equipment:**
 - Must be away from combustible material, and in good working order
 - All equipment is subjected to testing prior to use
 - All fryers must be installed on a wood or concrete base so that the fryer is completely stable

- 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: _____ Event Date: _____

_____ 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: _____