



## VENDOR AGREEMENT

**IMPORTANT:** Please type or print legibly. All sections must be completed.

Please submit your application to:

**Erin Ochs**

Special Events Manager  
City of St. Cloud Parks and Recreation  
3101 17<sup>th</sup> Street  
St. Cloud, FL 34769  
eochs@stcloud.org  
Office: 407-957-7226

**REQUIRED INFORMATION:**

**Rockin' The Cloud, December, 31 2017**

**Vendor Fee \$ 250.00**

**\$50 Early Bird Discount if PAID IN FULL by November 1, 2017**

**Application Deadline December 1, 2017**

Name of Business providing services: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**EXHIBITOR RESPONSIBILITIES: (please initial)**

**CANOPY/TENT WIGHTS:** All exhibitors that use canopies/tents for their booth space will be required to have at least 24-pound tent weights on each corner of their canopy/ tent.

**All exhibitors must operate from under a flame retardant canopy or from a self-contained trailer.**

Pushcarts, umbrella stands, display tables, and strolling vendors are not permitted, unless otherwise approved by the City. All exhibitors must provide their own tent, dollies, non-electrical lighting, and other operational equipment.

The City of St. Cloud is will provide electricity if needed. Requests must be made in advance from the City of St. Cloud and is subject to availability.

Exhibitor is responsible for removing all empty boxes, trash, plastic bags etc.

Exhibitor is fully responsible for the cleanliness of the area of rental. Area must be left in the same condition, as it was when you arrived. All Exhibitor items must be removed from the premises at the end of the event. The City of St. Cloud assumes no responsibility for any merchandise.

The City of St. Cloud does not provide ice to exhibitors.

\_\_\_\_\_ **CANCELLATIONS:** *The City has no control over weather and any lost due to event cancelation.*

\_\_\_\_\_ **PARKING:** Exhibitors are directed to drop off their booth equipment/supplies in the event area during specified set up time and park their vehicle in specified parking areas. Vehicles parked in unauthorized areas are subject to being towed. All exhibitors must load in and out at the designated Load in area.

\_\_\_\_\_ **LIABILITY WAIVER:** All vendors will be required to complete a hold harmless agreement.

\_\_\_\_\_ **INSPECTION:** The City reserves the right to inspect any exhibitor's booth space at anytime to enforce all rules & regulations; including Fire Marshal and Building Department.

\_\_\_\_\_ **ENVIRONMENTAL REQUIREMENTS:** **Exhibitors** may not dispense any products in glass containers. All food waste must be disposed of properly.

#### **MERCHANDISE SALES:**

Any and all exhibitors who take orders or receive money for services that they provide to the attendees of any event held on City property, whether indoors or outdoors, will be subject to pay the required vendor fee, provide a copy of their occupational license along with the appropriate insurance certificate naming the City of St. Cloud as "additionally insured".

The City of St. Cloud reserves the right to place all exhibitors in locations based on the nature of the event.

#### **PERSONNEL:**

The City of St. Cloud does not supply personnel for load in / load out, decorating and/or banner/signage hanging.

#### **EXHIBITOR INFORMATION:**

**Please describe the nature of your exhibit. It should include interactive components.**

\_\_\_\_\_  
\_\_\_\_\_

Booth Description (select one): \_\_\_\_\_ Canopy \_\_\_\_\_ Self-contained trailer Total Size \_\_\_\_FT X \_\_\_\_FT

#### **SIGNATURE:**

I fully understand that as an **Exhibitor** I am sharing space and therefore not entitled to make any changes to the set up of a the facility and agree to abide by all policies and procedures of the City of St. Cloud.

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_