



Agreement & Registration for Exhibitors

2018 Christmas Festival and Guidelines
Saturday, December 8

- OKMS Christmas Festival will take place on December 8, 2018. The Festival will open Saturday at 10am till 9pm following the parade.
- Outside booth dimensions are a maximum of 10'x10'. If additional space is needed the booth fee will be increased per 10'x10' space minimum. Fees for both spaces are outlined below. If you should require additional space, please give notice in advance. This is to make sure all vendors have space provided that have paid for one (1) 10 X 10. **Additional charge per footage for over a 10 X 10 space.**
- For every festival, vendors must list EVERY item that you are vending in the space below and may NOT be permitted to vend other items. OKMS reserves the right to limit specific items.
- **Food vendors will be responsible for providing the necessary insurance for the event: \$100000 General Liability \$200000 Aggregate Call for additional insurer's information.**
- All fees must be paid when the application is returned. **OKMS will no longer accept applications as space requests, all fees must be paid prior to the event for space reservations. Entry fees are non-refundable as we are a nonprofit.** If you are a nonprofit a letter verifying your status as such must accompany your completed application.
- Vendors are responsible for retaining a copy of your reservation. You will receive your booth space number prior to the event; however, OKMS reserves the right to change spaces when deemed necessary. Please ensure that we have a valid email address for you. We try our best to keep same locations as prior events, but this can change. Please be aware of your space once Vendor Packets go out. If any questions, please ask prior to the event takes place.
- **Dumpsters are provided for your convenience (located next to 1 Stop Party Shop across from Park 3). You are responsible for ensuring your space is cleaned when you are ready to leave. *After nine pm on Saturday trash removal is up to the vendor. Trash should not be placed in any of the park receptacles! Use only the dumpster provided for vendor trash during and after the event. Please do not dump any grease or chemicals on the ground of in the dumpster. You must provide your own disposal of these items.**
- Every effort is made to separate similar vendors. We **CANNOT** promise the same space each year. *There is no source of water at the festival location. As well as no source of power within the parks. Be sure to provide your own water source if required. We cannot guarantee that electric will be available to you in the Parks. Cords MAY NOT be placed over sidewalks or used in an unsafe manner. If there is an issue, you will be asked to remove your electric cords.
- **There is limited parking in the festival areas. Any street side parking is to be left for those patrons attending the festival. Festival vendors should park their vehicles on side streets adjacent to the park. *Vendors are required to have "Vendor signs" in the windshield of their vehicles throughout the festival. There is not vehicle/trailer parking allowed in the parks or on streets marked with barricades during festival show times. Vehicles will be towed at the expense of the owner if parked on barricaded streets.**
- **No large vehicles (trucks, motor homes, trailers) are allowed in the park. Areas to enter park are designated on each end of the park to drive into the park with your vehicle. If use of a trailer this would need to be approved prior to the event.**
- Collection and payment of all sales tax, insurance and any other requirements associated with the items you vend are the responsibility of the vendor.
- **Set-up time begins Friday, Dec. 7, 2018 after 12pm to 3pm - complete setup by 5pm, and takes down after the evening parade.**
- Please be advised that for the success of the event and the safety of visitors and vendors you are NOT allowed to take down your booth until after the festival has ended.

In consideration for your accepting this entry, I the undersigned, intending to be legally bond, hereby for myself, my heirs, executors, and administrators, waive any and all rights and claims for damages I may have against Okeechobee Main Street, INC., the City of Okeechobee, their representatives, successors, and assigns for any and all injuries suffered by myself or my team in the event. Further, I hereby grant full permission to the event organizers and/or other agents authorized by them to use photographs, videotapes, recordings, or other records of this event for legitimate reasons. I agree to abide by the rules and regulations of Okeechobee Main Street INC. I have read the above regulations and will abide by them.

Check whichever may apply:

For Profit: ___ Food [\$75] ___Arts/Crafts/Other [\$50]
 Not For Profit: ___ Food [\$50] ___Arts/Crafts/Other [\$25]
 Trailer ___ Size: _____ (Must be approved prior to event)

Please email or drop off form to: Okeechobee Main Street 55 South Parrott Ave., Okeechobee, FL. 34972 or email completed form to info@okeechobeemainstreet.org. Full payment must be received before you are given a booth space. Call 863-357-6246 with any questions. Checks can be made out to Okeechobee Main Street.

*Print Name: _____ *Signature: _____ *Date: _____

Name of Company or Group: _____

*Mailing address: _____

*Phone Number: _____ *Email Address: _____