

DIVIELAND

ANNUAL ART FESTIVAL

Vendor Name

Contact Name

Street Address

City

Phone Number

Business Name

Street Address Line 2

State

Zip Code

Email Address

Description of product/service being displayed

Booths are selected by the review board. For 2018, we can accommodate up to 100 Artists.

3 food trucks and 7 Vendors

Booth Options

- \$50.00 for product booth space rental (10 x 10)
- \$40.00 for Artist booth space rental (10 x 10) must submit photos of artwork to be displayed and or sold
- \$50.00 for food vendor space rental (10 x 10)
- \$60.00 for food trucks, trailers or spaces greater than 10 x 10

Vendors are responsible for abiding by all applicable local, county and state laws and regulations including, however not limited to, Permits, Sales Tax, and any other applicable laws within the City of Lakeland, County of Polk and State of Florida.

Additional Fees

Important Event Information

Event begins at 9:00 am on 09/08/2018, and ends at 4:00 pm on 09/08/2018. Booth setup begins at 6:00 am on 09/08/2018. Setup must be completed no later than 8:30 am on 09/08/2018. Vendors must commit to staying till 4:00 pm on 09/08/2018 Vendors are responsible for setup and tear down of booths. Any vendors who have not paid in full by 08/31/2018, will lose their space (no refunds/no rain checks will be given). Food vendors must provide all food and heating equipment. All food carts will be subject to inspection by the local health department the day prior to the event, and must provide permit for approval. Vendors are responsible for their own power supply.
FOR EVERYONES' SAFETY NO VEHICLES WILL BE ALLOWED INSIDE THE EVENT LOCATION BETWEEN 8:30 AM and 4:00 PM.

FOOD TRUCKS, TRAILERS MUST BE ONSITE AND IN PLACE PRIOR TO 7:00 AM

In the event of rain our Rain Date is 09/22/2018

**Payment by Check to Dixieland Historic Neighborhood Association
PO Box 8919 - Lakeland - FL - 33806**

Category

- Acrylic
- Jewelry
- Wood
- Mixed Media

- Pottery
- Oil
- Textiles
- Sculpture
- Food Vendor

If other please explain

List the names of the people who will be working in your space

All artists, Vendors and merchandisers

I certify that I have read and understand the terms and conditions as put forth in the Dixieland Spring art Fest Artist release and acknowledgement form.

Signature

Date

Dixieland Fall Art Fest
Artists Release and Acknowledgment

I _____, hereby make an application participate as exhibitor with Dixieland Art Fest. As an exhibitor I agree to abide by the rules as set forth within this application and other rules that have been or may need to be established by Dixieland Art Fest. I understand the decisions of the Dixieland Art Fest are final and cannot be appealed. For consideration, the sufficiency of which is acknowledge and stipulated, I hereby release and forever discharge the Dixieland Art Fest and its directors, officers, administration agents and employees from any and all claims, demands, suits, cause of action, liability cost, and expenses and damages arising out of or in any way connect with the exhibit. I understand that Dixieland Art Fest reserves the right, in sole discretion, to determine and advise exhibitor if any of the exhibitors work does not conform to the rules regulations, or standards established for the exhibit. I agree that such work shall, upon request by the Dixieland Art Fest ,be immediately removed from the exhibit. I understand that the artist is responsible for delivery and pick up of all artwork for the exhibition. All work must be ready for display the quoted price of the artwork is the true and correct value of each piece. The Dixieland Art Fest has the right to photograph the artwork for promotional purposes giving full credit to the artist. The artist shall not remove any work from the Dixieland Art Fest during the duration of the show. Dixieland Art Fest is not responsible for any artwork left after the Exhibition.

ANY ARTWORK LEFT OVER THIRTY DAYS BECOMES THE PROPERTY OF DIXIELAND ART FEST.

THIS FORM MUST BE FILLED WITH COMPLETE AND ACCURATE INFORMATION

Dixieland Art Fest Event Guidelines and Safety

We look forward to serving you at the Dixieland Art Fest! We would like to thank you in advance for your cooperation in helping insure that everyone has a safe and successful event. Dixieland Art Fest has a temporary vehicle delivery area. This space is reserved to allow safe access for exhibitors to transport materials to and from their exhibit areas. Dixieland Art Fest Management will publish the dates and times established for the use of the loading zone in advance of the Dixieland Art Fest.

- Exhibitor Vehicle Access During Move In/Out - Must use the designated entrances at the Dixieland Spring Art Fest only. There are no load-in privileges at any other entrances. See map for more info.
- Exhibitor Access During Move In/Out - please use caution during move in/out. Be mindful of others in the area and follow the direction of the Dixieland Spring Art Fest Staff.
- Bring Your Own Carts – You are encouraged to bring your own cart to expedite the load in process.
- Parking - Parking is available at Dixieland Spring Art Fest in the reserved section notated on the event map. Parking in the loading area is prohibited once you have unloaded and between the hours of 8:45 AM and 4:00 PM.
- Children under 16 are NOT permitted on the show area or loading areas during move-in and move-out times.
- Exhibitor Utilities - Utilities must be the sole responsibility of the exhibitor. Dixieland Spring Art Fest Management reserves the right to deny any use of utilities for safety and noise reasons.
- Exhibitor Fire Safety and Decoration - All fire, safety and Dixieland Spring Art Fest regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline powered vehicles may not be displayed or permitted within the event area. (There are no exceptions.) The vehicle gas cap must be taped or locked and the battery cables disconnected and ends taped. Tanks of compressed air or gas must be chained and secured at all times.
- Exhibitor Signs, Decorations or Banners - Decorations may not be attached to any vegetation, fence or structure other than the exhibitor's booth. All equipment used must be stable without bolting or anchoring. Decorations may not include lighter than air (helium) balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. Overhead or heavy signage shall not be permitted.
- Exhibitor Food Samples - Subject to Show Management approval, those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed. This is provided food samples are no larger than bite size and beverage sizes no larger than 3 ounces. Please contact the Dixieland Spring Art Fest Management for approval prior to your arrival.
- All food vendors must adhere to General Fire Safety/Cooking Guidelines.
- Exhibitor Giveaways - Samples may not include stick-on decals, lighter than air (Helium) balloons, glitter, etc.
- Alcohol Free – Dixieland Art Fest is an Alcohol -free environment.
- Gratuity Policy - We are here to serve you. No gratuities should be offered to staff. Any gratuities left at the hospitality booth will be donated to the Dixieland Neighborhood Association.

Vehicles

Vehicles are permitted in exhibit areas strictly for purposes of loading and unloading freight. Vehicles may not remain parked in the exhibit area.

Designated and reserved parking will be clearly marked. You are required to use the reserved parking unless you have a handicapped permit or tag.

Empty Crate Storage

Crate storage is not permitted on-site at Dixieland Art Fest exhibit areas. Once exhibit materials have been unloaded, crates must be removed by you. Dixieland Art Fest does not provide any storage for exhibitors. All materials for a show may be delivered on the first day of the contracted time and must leave at the end of the contracted time. Dixieland Art Fest does not arrange for items to be shipped or stored.

Exhibit Area

You are responsible for returning the exhibit area in the same condition you received it. Simply put this means that all cleaning of the exhibit area is provided by your booth staff. This is our way of assuring that the exhibit area is provided in optimum condition to each event at the time of their move-in. Every event expects to receive the area clean and clear and ready for installation by their staff.

Exhibit area must be contained within your 10 X 10 assigned location and access to hang, place and display outside of that area is prohibited. Spacing between exhibit areas needs to maintain clear for safety reasons.

Exhibit areas may be grass, sand, mulch or asphalt. Please be prepared for set up on any of these surfaces. If you are unable to set up on one of the above listed surfaces please contact the event coordinator at 863-327-9591 or email tonyarogersdhna@gmail.com

Generators, compressors and the like are prohibited without prior authorization from Dixieland Art Fest Management.

Exhibitors and vendors that require compressed gas, fuel, ovens, kilns, torches and other like devices shall have: Inspected and in good condition fire extinguisher that meets NFPA standards.

At least one person on site trained to use a fire extinguisher

At least one person at all times with a cell phone for calling 9-1-1

Hand-carried Freight

Move-in or move-out through the Dixieland Art Fest exhibit area between the hours of 8:45 AM and 4:00 PM is strictly limited to hand-carried items. All load in and load out of show materials must be done through after the event closing at 4:00 PM. At no time shall the exhibit area load in, load out, or restocking of materials between the hours of 8:45 AM and 4:00 PM. The general rule of thumb for items that may be hand carried is that if you could legally bring it on an airplane, you can take it through the exhibit area. Dollies and four-wheel carts are prohibited during the event. Material that requires the use of wheeled or mechanical equipment must be delivered to the exhibit area via the loading area prior to set up and before 8:45 AM.

Signs - Banners

No signs, banners, or flags may be displayed on the interior or exterior of the Dixieland Spring Art Fest unless approved by your Event Coordinator.

All large banners and signs that you would like to hang must be facilitated through the Dixieland Art Fest Management. Small signs may be hung within or on your booths only in such a way that it does not interrupt the flow of pedestrian traffic or the visibility of other booths. Signs may not be stacked to the ground, affixed to the vegetation or fence.

Animals

Animals, other than guide or service animals, are allowed in Dixieland Art Fest All animals must be approved by management. All sanitary needs and adherence to laws of animals will be the sole responsibility of the client.

Compressed Gasses

If the event will be bringing in any compressed gasses, you must notify and get approval for such by the Event Coordinator prior to the event. All compressed gasses brought into the Dixieland Art Fest must be contained in an approved cylinder, which must be properly secured to prevent tipping or falling over. If the client has rented compressed gas tanks, we remind them to make sure a "pick-up" time is scheduled so tanks will be removed from the event at the end of your contracted event time.

Fire Safety Guidelines

Dixieland Art Fest is committed to making sure that your event is safe for all participants. Your Event Coordinator is familiar with the Fire Marshall's guidelines and is responsible for making sure that they are followed. Safety is our number one priority for your event! The purpose of these guidelines is to communicate the information necessary to maintain acceptable levels of fire and public safety within Dixieland Spring Art Fest. These are minimum fire safety requirements which apply to all events.

In case of Fire, Medical emergency call 9-1-1 and then the Dixieland Art Fest Management at 863-327-9591 or 863-529-2576

Sales Tax and fees

Vendors, Exhibitors are responsible for complying with all City, County and State laws including, however not limited to Sales Tax, Fees, Permits and/or applicable licensing.

Complimentary Continental Breakfast and Water

Vendors, Exhibitors and volunteers will have access to a continental breakfast and water while supplies last at the hospitality booth starting at 6:30 am.

Once you complete this application, please remember to attach photographs of your work and print your application and mail it along with your photo's to:

Dixieland Historic Neighborhood Association

PO Box 8919

Lakeland, FL 33806

Please remember to include your Check, Money order or Cashier's Check made out to Dixieland Historic Neighborhood Association.

MAILING INSTRUCTIONS :

For those wishing to mail this application please remember to include a check payable to Dixieland Historic Neighborhood Association and mail to 2018 Dixieland Fall Art Fest, PO Box 8919 - Lakeland -FL - 33806

Applications received without payment and photographs of you work will not be accepted.