

2011 VENDOR APPLICATION

Events ARE NOT CANCELLED DUE TO WEATHER. If you choose not to attend/participate due to the weather no fees will be returned. All events proceed rain or shine. Events are not rescheduled.

Please note:

Even though there are power sources near some of the vendor spaces, these outlets are for vendors who have purchased electricity. Only vendors that have made reservations for power on their application are allowed to use this power. This includes power for lighting tents, any electronic equipment (i.e. TV's , DVD Players) or any household or industrial cooking devices. NO POWER IS AVAILABLE UNLESS RESERVED ON THIS APPLICATION.

The above devices are beyond the capability of our power and cause frequent outages, resulting in a disruption to the event. Any vendor using the power in a manner not approved will be asked to unplug from the power source immediately. Vendor will not be reimbursed for Vendor Space Fee or any product they have purchased for the event. VENDOR MUST SUPPLY OWN DUCT TAPE TO SECURE ALL CORDS and IT IS VENDORS RESPONSIBILITY TO SECURE CORDS.

Please provide a minimum of 40 feet of extension cord and at least one multi-plug adapter (surge protector is recommended) to reach power to illuminate your tent.

Vendors are requested to bring back up lighting, due to power situations. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will cut down on the frustration of not having any light, should an issue arise.

CHECK LIST:

- VENDOR APPLICATION
- VENDOR REGULATIONS
- VENDOR PRODUCT LIST
- PAYMENT IN FULL FOR ALL EVENTS APPLYING
- TAX LICENSE
- FOOD LICENSE IF APPLICABLE

Please make sure all of the above are included with your application. Missing documents will delay your acceptance as a vendor during Avalon Park Presents.

All initial applications should be mailed and not faxed. Please make sure you keep copies of all documents for your records, no copies or originals will be returned.

Avalon Park Group
Attn: Stephanie Hodson
3680 Avalon Park East Blvd. Ste. 300
Orlando, FL 32828
407-658-6246 FAX or stephanie@avalonparkgroup.com

Any questions should be sent by E-mail to stephanie@avalonpark.com.

2011 VENDOR REGULATIONS

This form only needs to be handed in once a year.

Vendors can include: -Art Vendors -Craft Vendors -Food Vendors
 -Restaurants -Businesses

VENDORS ARE REQUIRED TO SUBMIT A FULL LIST OF ALL PRODUCTS SOLD PRIOR TO EACH EVENT. NO VENDOR IS ALLOWED AT THE EVENT UNLESS THEY HAVE BEEN CONTACTED BY THE EVENT MANAGER.

Each Vendor must initial each line to acknowledge the rules of the show:

1. ___ All vendor booths must be reserved in advance. No booth will be held without the required deposit. Assignment of vendor space will be at the promoter's discretion and the vendor must exhibit within the space provided.
2. ___ Full payment is required to reserve space. No space will be reserved until payment is received. A vendor may cancel this agreement upon the receipt of written notification to the promoter.
3. ___ Vendor will be notified within 10 days of receipt of the registration form of acceptance to the event. If vendor is not accepted, all fees will be refunded.
4. ___ If Vendor is not accepted due to vendor requirements, a new registration may be submitted.
5. ___ The promoter **DOES NOT SUPPLY POWER FOR VENDOR USE AT THE EVENT**. If you require additional power, please indicate on form; pay applicable fees. If you need to illuminate your tent, you must use your generator or bring your own battery-operated lanterns. All power cords used by vendor must be securely cords taped to the ground to avoid accidents. **VENDOR MUST SUPPLY OWN DUCT TAPE TO SECURE CORDS**. Vendors are requested to bring back up lighting, due to power situations. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will cut down on the frustration of not having any light, should an issue arise.
6. ___ The vendor agrees to hold blameless the promoter, Avalon Park Group Management, Inc. and Avalon Park Owners Association, its employees, officials and principals and expressly releases it from all liability from loss or damage caused to persons or property for any cause whatsoever. Vendor shall identify Avalon Associates, Inc. against all liability or expenses arising out of any claim or injury, damage to any person or property, together with all costs in connection with the defense thereto, including attorney's fees.
7. ___ Load-in begins at Noon. **NO VENDOR WILL BE ALLOWED TO SET UP BEFORE THIS TIME**. No items may be left unattended. No admittance to event area after 4:00 p.m. All vendors must remain open during the event hours. Packing will not be permitted until the close of the show at 9:00 p.m. All vehicles must be out of the event area by 4:30 p.m. and may not re-enter event area until 9:00 p.m. Vendors should park in any on-street parking or parking lots located outside of the event.
8. ___ Vendors are required to collect Florida State Sales Tax of 6.5% on taxable sales. To obtain more information on a Temporary Tax Certificate, contact the Florida Department of Revenue at 407-903-7350.
9. ___ Food Vendors are required to be licensed with the Department of Business and Professional Regulation and inspected the day of the event. To obtain more information on a Temporary License, contact the Department of Business and Professional Regulation at 850-487-1395. **VENDORS ARE REQUIRED TO PROVIDE COPY OF LICENSE**.
10. ___ Vendors are required to clean-up their space after the event. Any vendor who leaves garbage in their area will be assessed a \$50.00 fine. Food Vendors must provide a trash receptacle near their booth and are responsible for keeping the trash at a minimum.

I acknowledge that I have read and understand the terms and conditions I as indicated on this application and contract. I agree to sell only those items as listed. If I change/add a new category or merchandise, I must submit a request to the promoter. Any vendor that does not comply with these rules and regulations will be asked to not return.

Signature

Date

Print Name

2011 VENDOR APPLICATION

Print Name _____
 Business Name _____
 Address _____
 City/State _____ Zip Code _____
 Telephone () _____ Cell () _____
 Vehicle Make: _____ Model: _____ Tag Number: _____
 E-mail _____ (all correspondence will be through E-mail, unless an E-mail address is not provided)

Describe Space Set-Up: (Past Event Photos Can Be Included w/ Application) _____

I will be plugging in lights for my Booth? \$25 Charge
 Yes No Vendors are requested to bring back up lighting, due to power situations. Small battery operated lanterns can be purchased at local department or hardware stores for less than \$20.00 and will cut down on the frustration of not having any light, should an issue arise.

Will You Have A Vehicle Parked Inside Of Event: (i.e. Mobile Food Station, Display Vehicle) Photo Must Be Submitted

Yes No

If Vehicle Is Powered During Event Describe Power Source: (i.e. Generator, Vehicle Engine, Diesel) _____

Category: _____ Arts _____ Crafts _____ Food* _____ Other

of Spaces Requested _____ (Spaces Are 10x10, No Tents Or Power Are Supplied)

*NO DUPLICATE FOOD VENDORS ALLOWED. MUST RECEIVE APPROVAL FROM MARKETING MANAGER FOR ALL FOOD ITEMS SOLD.

CHECK YOUR CHOICES BELOW

<input type="checkbox"/> ABSOLUTELY AVALON	April 9, 2011	5 p.m. - 9 p.m. Load in 12 Noon
<input type="checkbox"/> JULY 4TH CELEBRATION	July 4, 2011	5 p.m. - 9 p.m. Load in 12 Noon
<input type="checkbox"/> OKTOBERFEST	October 15, 2011	12 Noon - 10 p.m. Load in 8 a.m.
<input type="checkbox"/> SPOOKTACULAR	October 29, 2011	5 p.m. - 9 p.m. Load in 12 Noon
<input type="checkbox"/> AVALON AGLOW	December 3, 2011	3 p.m. - 9 p.m. Load in 10:00 a.m.

FEES

Food Vendors: \$100
 Arts, Crafts and Businesses: \$25 per 10x10 space # of Spaces Requested _____
 Power: \$25 PLEASE INDICATE IF YOU NEED ANY POWER AT ALL

Generators will be allowed, upon approval by promoter BEFORE event date. Generators will be available for use for items such as freezers, toasters, etc., but require prior approval and the payment of the fee.

For office use only: Date Entered: _____ Cash _____ Check w/ # _____ Credit Auth# _____

E-mail Sent with receipt (date) _____ Mailed receipt (date) _____

Accepted: Y ___ N ___ State reason of refusal _____

Items not accepted: _____

Payment

Credit Card Type and # _____

Exp. Date _____

Signature _____



Make Checks Payable to Avalon Associates
 Checks may be dropped off or mailed to:
 Avalon Park Group / Attn: Stephanie Hodson
 3680 Avalon Park East Blvd. Ste. 300
 Orlando, FL 32828

