

STUART MAIN STREET
& THE DOWNTOWN BUSINESS ASSOCIATION OF STUART

24th ANNUAL - HOBGOBLINS ON MAIN STREET

1pm-4pm | SATURDAY, OCTOBER 28th 2023 | Downtown Stuart

VENDOR APPLICATION

Vendor Set-Up: Saturday, October 28th 10am-12pm



EVENT POLICIES

- Applications must be received by **5:00 pm Friday, September 15, 2023**. Space will not be reserved until payment is received and application approved by the Event Committee. There will be no exclusivity on products; however consideration will be taken to minimize duplication. Vendor space is limited and will be awarded on a first-come, first-served basis.
- **Vendor set up is 10:00am -12:00pm. Vendors are required to stay throughout the duration of the ENTIRE event. Vehicles are allowed on the grounds to drop off and pick up equipment and supplies during vendor set up only and may not re-enter the site before 4:15 pm. on Saturday, October 28, 2023. All vendors must observe and comply with downtown parking restrictions.**
- All vendors are strictly prohibited from selling or distributing alcoholic beverages.
- Booths must be clean and professional. Banners must fit within the confines of the booth space. Menus and prices should be clear and visible from a distance so customers can read over people waiting in line. Booths are approximately 10x10. Additional vendor space over 10x10 must be approved. Please call Skylar at 772-341-0201 for additional charges and availability.
- Only the vendor listed under “Business Name” on this form may use the booth space. Additional vendors must apply for their own booth. All booths must be staffed at all times.
- Food vendors must have a current health certificate on site and an operational fire extinguisher in the booth at all times. Cooking is limited to the space behind the booth. No cooking under tents. **If you are a cooking food truck, you must submit your hood suppression inspection report along with your application.** The City of Stuart Fire/Rescue will be on site during the event and may issue citations for non-compliance.
- **Vendors must be self-sufficient and provide their own quiet generators and propane tanks. You will NOT be able to plug in to the public power supply. Generator noise must be quiet and adequately muffled.**
- **Vendors must provide all equipment and supplies. Chairs, tables, tents, extension cords, ice and water will NOT be available at the festival site. Tents must be clean, safe, 10x10 or smaller and PROPERLY ANCHORED. The City of Stuart will conduct tent inspections. All vendor booths are located on concrete conditions. No grass locations are available at this event.**
- Vendors must comply with electrical, fire and health department regulations and city, county, state and federal laws. Vendors must have a tax number and collect and report Florida Sales Tax.
- **Vendors must have at least \$1,000,000 in liability insurance and name Stuart Main Street, the Downtown Business Association of Stuart, and the City of Stuart as additionally insured. (3 Entities)**
- Vendors may distribute coupons and other materials as long as they do not clutter the grounds. Keep booths free of litter and clean up booth space and remove or properly dispose of all equipment, supplies, merchandise, and waste – including grease. Failure to completely cleanup will result in a \$500.00 fine.
- The festival is outdoors. Please be prepared for all kinds of weather. No rain dates are scheduled and no refunds will be issued.
- We support the City of Stuart’s ordinance on the ban of single use plastics. **Only compostable items will be accepted on city property.** Reduce. Reuse. Recycle.



For More Information please call 772-286-2848
stuartmainstreet.org | downtownstuartflorida.com

Applications must be received by 5pm, Friday, September 15, 2023. Additional space is available for oversized vendors. Arrangements for additional space must be made before September 15, 2023. If you have a vendor question not answered in the event policies, contact Coordinator, Skylar Gorman skylar@sskyisthelimit.com

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Please check the type of booth you would like to register for:

- Non-Profit - \$75.00** (Free if providing interactive Children's Activity) **Retail - \$100.00** **Food/Beverage - \$150.00**

Business Name: _____

Contact Person's Name: _____

Tax Number: (Attach proof of non-profit status) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Preferred Phone #: _____ Alternate Phone #: _____

Email Address: _____

In Emergency Contact Name: _____ Relationship: _____ Phone: _____

- * Please make checks payable to the Stuart Main Street
- * All credit card transactions will incur a 3.4% processing fee.

TERMS/WAIVER

The undersigned Vendor, by signing below acknowledges and agrees that Vendor has read and agrees to all of the Event Policies set forth above including those that may be created in the future by Stuart Main Street Association, Inc., or Downtown Business Association of Stuart, Inc., or the City of Stuart (collectively the "Sponsor"). In the event the Vendor violates any of the Event Policies, the Sponsor, in Sponsor's sole discretion, may ban the Vendor from the Event, and any future events and require the Vendor to remove any and all Vendor equipment and personnel from the Event. Vendor, including all officers, directors, employees and volunteers of Vendor (collectively "Vendor's Agents") acknowledge and agree that participation in the Event is at Vendor's, and Vendor's Agents, sole risk and the Sponsor, including without limitation all officers, directors, employees and volunteers of Sponsor (collectively "Sponsor's Agents") shall not be liable for any damages that the Vendor, or Vendor's Agents, may incur either directly or indirectly from the participation in the Event. Vendor and Vendor's Agents hereby waive all claims, demands or causes of action whatsoever that the Vendor, or Vendor's Agents, may have against the Sponsor, and Sponsor's Agents, arising either directly or indirectly from the participation in the Event. Furthermore, in consideration of the Sponsor allowing the Vendor, and Vendor's Agents, to participate in the Event, Vendor, and Vendor's Agents, hereby agree to indemnify and hold Sponsor and Sponsor's Agents harmless from any cost, loss, damage, claims, fines or liability whatsoever, including attorney's fees, that said Sponsor or Sponsor's Agents may incur arising directly or indirectly from the participation in the Event by Vendor. In addition, the Vendor, and Vendor's Agents, hereby grant irrevocable permission to Sponsor to use the name, logo, trade name and likeness of Vendor, and Vendor's Agents, in any broadcast, telecast, written or pictorial accounts and promotions of Sponsor in the future.

I HAVE READ AND UNDERSTAND THIS APPLICATION, TERMS AND WAIVER AND HAVE SIGNED VOLUNTARILY.

Signature _____ Date _____

Name (Printed) _____

Payment Received By: Signature _____ Date _____

Cash Amount _____ Check Amount _____ Check Number _____

STUART MAIN STREET ASSOCIATION, INC. IS A 501C3 NONPROFIT ORGANIZATION REGISTERED IN THE STATE OF FLORIDA.
FLORIDA DEPARTMENT OF AGRICULTURE, DIVISION OF CONSUMER SERVICES CHARITABLE REGISTRATION: N24492.

Submit this application in full (including proof of insurance and non-profit status if applicable, list of merchandise or menu items being sold) along with your payment to: P.O. Box 3035 Stuart, FL 34995 or email Skylar@skskyisthelimit.com.
A \$50.00 fee will be assessed for returned checks. For more information, please call 772-341-0201.