

Friday, November 24<sup>th</sup> 2023

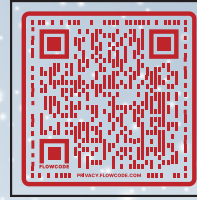
4:00pm – 7:00pm

Presented by Stuart Main Street  
& the Downtown Business Association

## VENDOR APPLICATION

Vendor Set-Up: Friday, November 24<sup>th</sup> 1:00pm-3:00pm

FILL OUT THIS  
FORM ONLINE



## EVENT POLICIES

- Applications must be received by **5:00pm Wednesday, November 1, 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 1:00pm-3:00pm. 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 7:15pm on Friday, November 24, 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](http://stuartmainstreet.org) | [downtownstuartflorida.com](http://downtownstuartflorida.com)

Applications must be received by 5pm, Wednesday, November 1, 2023. Additional space is available for oversized vendors. Arrangements for additional space must be made before November 1, 2023. If you have a vendor question not answered in the event policies, contact Coordinator, Skylar Gorman [skylar@skskyisthelimit.com](mailto:skylar@skskyisthelimit.com)

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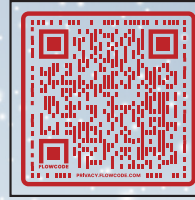
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**EVENT POLICIES**

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.