



Vendor Info
 Event Dates: 10/27/17 – 10/29/17
 Setup: 10/27/17 8:30 AM – 3:30 PM
 Location: Liberty Park
 Applications Due: 09/01/17
 Friday Hours: 5 PM – 10 PM
 Sat. Hours 11 AM – 9 PM
 Sun. Hours 12 PM -- 5 PM
 *Event Hours subject to change

City Of Inverness
 Event & Visitor Bureau
 212 W. Main Street
 Inverness, FL 34450
 Events@Inverness-Fl.Gov
 (352) 726-2611 X 1312

2017 GREAT AMERICAN COOTER FESTIVAL VENDOR APPLICATION

VENDOR CONTACT INFORMATION

Business Name:		Owner Name:	
On-Site Name:		On-Site Cell:	
Mailing Address:		City/State/Zip:	
Email:		Phone:	

VENDOR INFORMATION

	<p>Major Food \$350 Limit of five entrees and side items. Examples: pizza, wraps, burgers, hotdogs, etc.</p>
	<p>Minor Food \$210 Limit of two specialty snack items. Example: kettle corn, popcorn or ice cream. No funnel cakes, cotton candy or caramel/candy apples needed for this event. Frozen treat space limited.</p>
	<p>Merchandise \$150 All vendors that sell items or services.</p>
	<p>Major Entertainment \$125 Rides and games</p>
	<p>Minor Entertainment \$100 hair chalk, photo booth, face paint, clowns, etc.</p>
	<p>Nonprofit Information \$80 Limited to State of Florida or IRS certified nonprofits only; no products, foods or services for sale.</p>

<p>Tell us about your business. Please attach a photo of your booth, tent or trailer at past events, with signage and displays up.</p> <p>[] Food Truck or Trailer [] Merchandise Truck or Trailer [] Umbrella Cart [] Tent [] Amusement or Games [] Other</p>
<p>All vendor spaces are 12' by 12'. If larger than 12' by 12', please describe:</p>
<p>This event is located at Liberty Park and electricity is limited. If a vendor opts to purchase a location with access to electricity the cost is \$75 per duplex outlet. Vendors may not use electricity without permission.</p>
<p>Vendor requests electric? ____ YES ____ NO If yes, how many duplex outlets are you requesting? _____ (\$75 each)</p>

Office use only	Sign/Initial	Verify	Sign/Initial	Payment	Sign/Initial
Date Rec'd		DBPR or FDACS License		Date Processed	
Scanned		Insurance		Cashier	
Event Plan Entry		Nonprofit		Cash/Check/Credit Card	



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FOOD VENDORS ONLY

Major Food Vendors – List 5 Menu Items and price:	Minor Food Vendors – List 2 Menu Items and price:
1. _____ \$ _____ 2. _____ \$ _____ 3. _____ \$ _____ 4. _____ \$ _____ 5. _____ \$ _____	1. _____ \$ _____ 2. _____ \$ _____

Food vendors may sell water, soda, ice tea and lemonade. Beverages are not counted towards menu items. Please keep in mind, only items you list will be able to be sold the day of the event, no exceptions.

Generally, food vendors are regulated by either the Florida Department of Business and Professional Regulation or Florida Department of Agriculture & Consumer Services (FDACS) depending on the food items they sell.

Most food vendors fall under the State of Florida Department of Business Regulation Hotel & Restaurant (DBPR). If selling hot foods, list your DBPR license # _____ Primary Name or DBA Listed: _____
Questions regarding your DBPR license? Call 850-487-1395.

Vendors selling prepackaged foods such as chips, pretzels, milk, frozen novelties, juice, shaved ice, popcorn, nuts, donuts, etc. will follow Florida Department of Agriculture & Consumer Services (FDACS) Mobile Food Establishment Guidelines.
Mobile food vendor questions for FDAC? Call 850-245-5520.

Check all cook types that apply: Grill Smoker Fryer Charcoal Propane Diesel
 Other, please describe: _____

_____ Food vendors initial they understand spaces are 12 by 12 feet and food licensing, insurance requirements and that they have a silent generator or have secured adequate electric for their cooking needs.

ENTERTAINMENT VENDORS ONLY

Describe your space: _____ Each space is 12' by 12'. If you require more than 12' by 12' you must contract for an additional booth space.

Please list if you have multiple activities, games or rides. BE SPECIFIC: _____
 All entertainment vendors must provide a copy of active liability insurance with the City of Inverness named as additional insured at \$1 million per incident.

_____ All entertainment vendors initial they understand space and insurance requirements.

NONPROFIT INFORMATION ONLY

Nonprofits will submit an IRS Letter of Determination or State of Florida Sales Tax Exemption letter as proof of nonprofit status along with their application. No products or services for sale.

_____ All nonprofit vendors initial they understand space and requirements of this event.



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Application Agreement & Signature

I hereby make application for space for the City of Inverness' Special Events. In signing this application, I agree to abide by all the rules and regulations previously set forth. I agree that I have received and read the vendor information sheet included with this application and will follow these vendor guidelines.

I assume all risks associated with this event and hold harmless the City of Inverness, City Officials Elected or Appointed, and City Employees, Agents, and Volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.

Signature _____ Date _____



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2017 GREAT AMERICAN COOTER FESTIVAL VENDOR INFORMATION SHEET

Please carefully read the following rules and regulations necessary for vendors to participate in this event. Complete the enclosed application, and return it to the City of Inverness Event & Visitors Bureau to start the application process. The Great American Cooter Festival, also known as Cooterstock, is a 3-day music festival at beautiful Liberty Park. Event will have a carnival, water shows, competitions and 100+ vendors. This event attracts nearly 10,000 people over the weekend and is going into its 13th year. Address of Event Location: Liberty Park, 286 N. Apopka Ave., Inverness, FL 34450.

- Each space is 12' x 12' total, unless you are a truck or trailer. Vendors must stay within these boundaries unless they have paid for additional booth space in advance.
- Vehicles (cars, trucks, trailers, golf carts) are not part of a vendor space. Vehicles must enter the setup area to drop off tent and supplies, and immediately relocate the vehicle to park in the designated parking lot. No vehicle will be permitted on park grounds after 8:30 AM or during the event. No exceptions.
- All vendors must use tents in good condition and securely weighted down.
- **We do not permit tents to be staked.** Tents must be weighted and have the ability to withstand strong winds.
- You must provide your own tent, tables, chairs, lighting and weights.
- This is an evening event. Lighting is NOT provided. It is vital that the vendor has sufficient lighting inside the tent.
- Payment and application do not guarantee participation or placement in the event. The City of Inverness retains the right to reject any vendor application.
- Space assignments are made based on the best interest of the special event.
- This application neither implies nor grants any preferential consideration or location.
- Electricity will not be provided unless noted on your application and the fees are paid. Since electricity is limited, organizers recommend vendors use a silent generator. This enhances vendor opportunities and optimizes placement for vendors.
- No roaming vendors. This event is not able to support roaming vendors.
- No alcohol, cigarettes, cigars or e-cigarettes in the vendor space at any time.
- No pets in the vendor space at any time.
- Vendors must supply all supplies needed to operate booth, i.e., napkins, plates, and cups.
- Vendors are responsible for placing trash in dumpsters and keeping their space neat and sanitary within a 20-foot radius. No disposal of liquid waste from fryers or other food bi-products.
- Vendor access to setup is limited to the day of from 8:30 AM to 3:30 PM and these times are firm. We will not permit setup earlier or later.
- **You may not break down your booth or tent until event completion on Sunday 10/29/17. No early breakdown—very important!**
- A vendor must complete the application, and payment of fees for consideration no later than 09/01/17.
- Vendors will be responsible to fully comply with the Florida State Sales Tax Regulations in effect during the period of the event.
- Customer service, cleanliness, and courtesy must be practiced and observed at all times.
- Vendors must wear clean clothing, shirts with no tears and shoes at all times.



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- Food Vendors will be responsible to meet all guidelines for temporary food service, as set forth by the Department of Business and Professional Regulations (DBPR) or the Florida Department of Consumer and Agricultural Services (FDACS).
- Food vendors shall wear gloves and follow handwashing procedures set forth by DBPR and FDACS.
- Once an application is accepted, there are no refunds for cancellations, for any reason.
- There are no refunds for inclement weather. No rain date.
- Vendors are responsible for all accidents or worker injury at their space.
- Vendors waive all claims for compensation for all loss or damages sustained. Vendor releases and discharges the City of Inverness, its agents, officers and employees, from any and all demands, claims, actions and causes of actions.
- Vendor shall agree to conduct its activities upon the premises so as not to endanger any person thereon and to indemnify and hold harmless the City of Inverness, its agents, officers and employees against any and all claims, demands and causes of action, including claims for personal injury and/or death, damages, costs, liabilities, in law or in equity, or every kind and nature whatsoever.
- Vendors may not park vehicles on park grounds or on nearby private property. Vendors will receive one parking pass to park in a designated parking lot. One parking pass per vendor will be distributed at event set up. Additional parking available in street and municipal parking lots in downtown.
- Keep this form for your records.
- Vendors are responsible for submitting complete applications in a timely manner. The City uploads vendor opportunities online when available at <http://www.inverness-fl.gov/450/Event-Vendors>.

PLEASE NOTE: We will review all applications and send written confirmation of acceptance or rejection. Detailed vendor information, including a placement map, will not be available until early October 2017.