



August 1, 2016

Dear Prospective Vendor:

The Tampa Bay Black Heritage Festival (TBBHF) will celebrate its **17<sup>th</sup> Annual** events and we would like to invite you to take part as a vendor at the Heritage Music Fest on January 21 - 22, 2017. Join us at **Curtis Hixon Waterfront Park, 600 N. Ashley Drive, in downtown Tampa, Florida, 33602**. This year will prove to be a celebration that promotes the entrepreneurial spirit and offers vendors extended opportunities to network.

The Tampa Bay Black Heritage Festival has grown tremendously over the past sixteen years. Attendance has increased, and we expect the numbers will continue to grow. We estimate attendance of over 10,000 for both days of the music fest.

The vendor application outlines required documents, fees, terms and conditions. Vendor opportunities are available for food, merchant, non-profit organizations, small and corporate businesses, to include service orientated professions. For the first time in sixteen years, the Authors Village is open to the public.

Your completed application and fee(s) must be received by **November 18, 2016**, to receive the Early Bird fee. You can apply and pay directly online or you can mail a check or money order, made payable to Tampa Bay Black Heritage Festival, Inc. and mail to TBBHF, P.O. Box 16622, Tampa, FL 33687-6633. While we may continue to accept applications after the early bird deadline, there is no guarantee on space availability. **Applications received after November 18th will incur late fees.**

#### **IMPORTANT NOTICE**

**The Tampa Bay Black Heritage Festival has exclusive rights to sell all beverages. Vendors are not allowed to SELL nor PROVIDE beverages of any kind to attendees at anytime during the Festival or on Festival grounds. Any vendor in violation of this term and condition will be asked to leave immediately and no refund will be given.**

Visit our website, [www.tampablackheritage.org](http://www.tampablackheritage.org) , for more information or feel free to contact me directly should you have any additional questions.

Sincerely,

*Ruby Jackson*

Festival Co-Chair and Events Coordinator  
The Tampa Bay Black Heritage Festival, Inc.  
[programs@tampablackheritage.org](mailto:programs@tampablackheritage.org)  
813.205.2466

**2017 Tampa Bay Black Heritage Festival, Inc**  
**Music Fest \*\*Vendor/Exhibitor Application**  
**January 21 –22, 2017**

PLEASE PRINT CLEARLY

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_ (\_\_\_\_\_) \_\_\_\_\_ Evening or Cell Phone: \_ (\_\_\_\_\_) \_\_\_\_\_

Fax: \_ (\_\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

1. Your company/organization will be selling: (check one of the following)

\_\_\_\_\_ Products/Merchandise    \_\_\_\_\_ Services    \_\_\_\_\_ Exhibit Displays    \_\_\_\_\_ Food

Describe the nature of your exhibit and the products or services to be purchased: (Only items listed can be sold on days of event)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I agree to provide 2 (two) promotional items valued at not less than \$10.00 each. These items will be used as stage prizes during the Festival. These items must be available upon arrival and given to the Vendor Committee Representative. Merchandise Vendors shall provide a tangible item and Food Vendor items shall be in the form of a coupon in which the food item can be redeemed at any time during the Street Festival. Vendor contributions will be duly acknowledged over the PA system during the festival. (Please list items to be donated and the monetary value of each item.)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

3. Food vendors shall come prepared with 1/2 inch plywood and grease proof tarp/covering. The plywood and covering will be placed as flooring under your designated work area and completely protect preparation and cooking areas from grease contamination and food spills. Any food vendors without these requirements will not be permitted to set-up or conduct any business until the City enforced requirement has been satisfied. If you do not satisfy the City's requirement, you will forfeit your entire payment, and will not be able to vend. No refund will be granted. **All food vendors are required to pay a \$200 refundable deposit, via money order only or online (separate from vendor fees).** A refund will be issued, within two weeks, of day two of the Music Fest, per an inspection by Festival Staff. No unused or uncooked food, trash, grease, grease spills, boxes or trash, should be left in your area.

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Participating Company/Organization hereby agrees to abide by all the rules and regulations as established herein and any future notices by the Tampa Bay Black Heritage Festival, Inc., hereinafter "Festival", as well as any local, state or federal rules, regulations, laws or ordinances. Company/Organization hereby attests that all permits and licenses required to operate such business or sell such products or services indicated in this application and to be conducted during the Festival have been acquired and that all such permits and licenses are current. Company/Organization agrees to provide a copy of same upon the request of the Tampa Bay Black Heritage Festival, Inc.

To the fullest extent permitted by law, Company/Organization agrees to protect, reimburse, indemnify and hold The Festival, the City of Tampa and affiliated parties and its agents, employees, directors and officers are free and harmless from and against any and all liabilities, losses, claims, expenses, costs, fines and damages (including but not limited to attorney's fees and court costs) and causes of action of every kind and character arising out of, resulting from, incident to, or in connection with Company/Organization's acts, omissions, negligence, activities or operations. In addition to the duty to indemnify, Company/Organization will have the duty to defend the Festival and the City of Tampa and both of its agents, employees, directors and officers against same. The Festival, the City of Tampa and affiliated parties will insure or indemnify Company/Organization against any liabilities, losses, claims, expenses, costs, fines, damages, or causes of action of any kind. Company/Organization is responsible for the security of its products, exhibit/display or any other personal property at all times.

By signing below, I attest that I am an agent of Company/Organization authorized to enter into this contract and bind Company/Organization.

This application when approved shall constitute a legally binding contract between Company/Organization and the Tampa Bay Black Heritage Festival, Inc. and shall be enforceable under law. This application will not be processed without the authorized vendor's signature and must be postmarked according to the fee schedule selected as indicated on exhibit/vendor form. I certify that I have read and agree to the Terms and Conditions of this application. Please mail your application with applicable fees in the form of a check, money order, or certified check to the address below. For your convenience, our website offers payment online through the services of PAYPAL.

**No Personal or Business Checks will be accepted after December 16, 2016.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**For Office Use Only**

**Booth #** \_\_\_\_\_

**Confirmation** \_\_\_\_\_

## EXHIBITOR/VENDOR FORM

This form is a part of the application form. Please check off the items you will require as a vendor and complete the total column where indicated. **Application and fees must be received by November 18, 2016 for the Early Bird fees to apply.** Prices listed are for set-up both days, no exceptions.

<u>SELECT SERVICES:</u>	<u>PRICE</u>	<u>QTY</u>	<u>TOTAL</u>
<input type="checkbox"/> Vendor Exhibitor (10x10 space /w tent)	\$490.00		
<input type="checkbox"/> Food Vendor (10x 20 space only)	\$950.00		
<input type="checkbox"/> Food Truck (pre-approval)	\$850.00		
<input type="checkbox"/> <b>Food Vendor Deposit (Required)</b>	<b>\$200.00</b>		(separate cost)
<input type="checkbox"/> Dessert Only Vendor	\$650.00		
<input type="checkbox"/> 6 ft. table (additional)	\$20.00		
<input type="checkbox"/> Chairs (additional)	\$10.00		
<input type="checkbox"/> Electricity	\$70.00		
<input type="checkbox"/> Tent Rental 10x10 (Food Vendor)	\$250.00		

TOTAL DUE: \_\_\_\_\_

**AUTHORS VILLAGE:** (Under One Tent)

<input type="checkbox"/> Books only	\$175.00	
<input type="checkbox"/> Books and Reading Supplies	\$200.00	

**CORPORATE VILLAGE:** (No Sales)

<input type="checkbox"/> Non-Profit Organization (proof required)	\$250.00	
<input type="checkbox"/> Small Business	\$450.00	
<input type="checkbox"/> Corporate Business	\$700.00	

ITEM	BEFORE NOVEMBER 18 <sup>th</sup>	AFTER NOVEMBER 17 <sup>th</sup>
Vendor/Exhibitor	\$390.00	<b>\$490.00</b>
Food Vendor	\$850.00	<b>\$950.00</b>
Food Truck	\$750.00	<b>\$850.00</b>
Dessert Only Vendor	\$550.00	<b>\$650.00</b>
Books Only	\$175.00	<b>\$175.00</b>
Books and Reading Materials	\$200.00	<b>\$200.00</b>
6' Table (additional)	\$20.00	<b>\$25.00</b>
Chair (additional)	\$8.00	<b>\$10.00</b>
Electricity / Power Feed	\$60.00	<b>\$70.00</b>
Non-profit Organization (proof req.)	\$200.00	<b>\$250.00</b>
Small Business	\$400.00	<b>\$450.00</b>
Corporate Business	\$600.00	<b>\$700.00</b>
10x10 Tent Rental (Food Vendor)	\$250.00	<b>\$250.00</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Mail Application and fee(s) to: **Tampa Bay Black Heritage Festival, Inc.**  
**P.O. Box 16622**  
**Tampa, FL 33687-6633**  
**1.888.224.1733 ext. 3143**  
**Email: [programs@tampablackheritage.org](mailto:programs@tampablackheritage.org)**

# **TERMS AND CONDITIONS**

## ***TBBHF Music Fest***

***Please READ Entirely***

**FOOD VENDOR.** All food vendors must be self-contained and adhere to all food handling and preparation to meet Florida Department of Health ordinances and regulations. **Hand sanitizer is REQUIRED when handling food and must be properly used and displayed in your space.**

**PAYMENT INFORMATION:** For your convenience, we encourage you to PAY directly online using a credit or debit card through our website on the vendor page. *Online payments will incur a service fee.* Payments will also, be accepted in the form of a Personal or Business Check, Money Order, or Cashier's Check. Upon acceptance of your application and payment, exhibitors/vendors will receive a space assignment. Application and fees must be received by November 18, 2016 for Early Bird fees to apply. **Prices listed are for the (2) day Music Fest. NO EXCEPTIONS FOR PAYMENT OPTIONS. AFTER DECEMBER 16, 2016, only ONLINE Credit Card payments, CASHIER'S CHECK or MONEY ORDER WILL BE ACCEPTED.**

**SPACE INFORMATION:** Registered Merchandise Exhibitors/Vendors will receive a 10 x10 rental space and tent that will contain one (1) 6' or 8' table and two (2) chairs. Food Vendors will receive a 10 x 20 space and are **required to provide 1/2 inch PLYWOOD and TARP/COVERING, TO COVER YOUR ENTIRE SPACE. NO GREASE SPILLS ARE PERMITTED ON CITY PROPERTY.** Tents are not included in the rental space for food vendors. **ALL TENTS LARGER THAN 10 x 10 WILL REQUIRE AN ADDITIONAL FEE and PERMIT, to be provided by vendor.** Food Trucks will require pre-approval.

### **GENERAL RULES & REGULATIONS:**

1. Exhibitors/Vendors must comply with all city, county, state, and federal ordinances and laws.
2. **VENDORS ARE PROHIBITED FROM BRINGING ALCOHOLIC BEVERAGES/DRUGS ON FESTIVAL GROUNDS.**
3. No music/entertainment will be allowed in vendor spaces other than for Exhibitors/Vendors registered to sell music media. (A special section of the park will be designated for vendors who have been authorized to sell music).
4. Vendors may not bring animals onto the festival grounds unless certified as a health support animal. (eye-seeing dog, etc).
5. A description of all items to be sold **MUST** be submitted with your application. The Festival **MUST** be notified of any changes not less than fourteen (14) days before the opening day of the Festival. Only foods listed can be sold.
6. **ALL FOOD VENDORS MUST BE STATE LICENSED AND A COPY OF YOUR CURRENT LICENSE/PERMIT MUST ACCOMPANY YOUR APPLICATION. TEMPORARY PERMITS CAN BE PURCHASED PRIOR OR ONSITE.**
7. **VENDORS WILL NOT BE PERMITTED TO SELL OR PROVIDE ANY BEVERAGES, INCLUDING WATER. THIS APPLIES TO ALL VENDORS.**
9. **TBBHF will provide grease traps for food vendors and the legal means to dispose of them. NO grease dumping is allowed on Park grounds. You will be expected to CLEAN your designated space completely, at the end of each day.**
10. Food vendors shall come prepared with 1/2 inch plywood and grease proof tarp or covering. The plywood and covering will be placed as flooring under your designated work area and completely protect preparation and cooking areas from grease contamination and food spills. **Food vendors without these accommodations will NOT be permitted to set-up or conduct business until this City enforced requirement has been satisfied. Gas grill equipment must be at least 10 feet from tent set-up.**
11. **To ALL Vendors** – Please be advised, **NO** vehicles will be allowed to park anywhere inside the park. **FOOD vendors are required to set-up your tent and equipment on Friday, January 20<sup>th</sup>, only, from 10:00am - 5:00pm. ALL vendors will be allowed to drop needed materials during the drop-off period (7:00am to 10:00am – Saturday and Sunday) at your assigned vendor location. Immediately following drop-off, ALL vehicles must be moved to the designated parking area. Holes in the ground are not permitted on the premises. You will have 20 minutes to unload, so please plan accordingly. You are responsible for providing equipment needed to expedite timely unloading.**
12. All vendors are responsible for parking fees.
13. Under NO circumstance will an exhibitor/vendor be permitted to sublet, sublease, share or loan its space(s) to anyone, not listed on vendor application, any confirmed violation of this term shall be sufficient grounds for immediate dismissal from the festival. No refunds will be granted.

### **CANCELLATION/REFUNDS:**

1. Refunds will only be granted in cases of extreme emergency, on a case-by-case basis approved by the Festival Committee.
2. Requests for cancellation must be received in writing no later than **Friday, December 16, 2016.** An administrative charge of \$100.00 will be deducted from any refund due.
3. **AFTER FRIDAY, DECEMBER 16, 2016. NO REFUNDS WILL BE GRANTED.**
4. **No refunds for inclement weather.**

### **ANCILLARY CHARGES/FEES:**

1. Returned checks (insufficient funds, uncollected funds, etc) will be assessed a charge of \$75.00 per check, per bank submission.
2. Returned checks that have not cleared or have not been replaced with a money order or certified check by December 30, 2016 will result in refusal of vendor participation and will subject the vendor to an additional 25% processing fee over and above the \$75.00 return check fee. Collection efforts will ensue up to and including prosecution to the full extent of the law.
3. Unpaid returned checks will be submitted to the Office of the State's Attorney for collection/prosecution.
4. To avoid the possibility of any of the above sanctions, it is highly encouraged that all fees be submitted in the form of money order, certified check, or by the use of **PAYPAL** through our website.

### **GOOD FAITH CONTRIBUTION:**

Each vendor is requested to provide at least two (2) promotional items to be used as stage prizes during the festival. Vendor contributions will be duly acknowledged over the PA system during the Music Fest.

***PLEASE NOTE: SPACE RESERVATION IS WITH PAYMENT ONLY. PAYMENT IN FULL MUST BE SUBMITTED ALONG WITH YOUR APPLICATION AND REQUIRED DOCUMENTS. DEADLINE/POSTMARK DATES WILL BE STRICTLY ADHERED TO. FOOD VENDORS ARE REQUIRED TO PAY A \$200 REFUNDABLE DEPOSIT (MONEY ORDER ONLY or ONLINE), SEPARATE FROM VENDOR FEES. A REFUND WILL BE ISSUED, WITHIN TWO WEEKS, DEPENDING ON CLEANLINESS OF YOUR AREA, UPON INSPECTION BY FESTIVAL STAFF. No unused or uncooked food, trash, grease, grease spills, boxes or trash, should be left in your area.***

***All Vendors/Exhibitors must adhere to the following guidelines.  
There will be no exceptions to the rules stated in this document.***

### **FESTIVAL GROUNDS:**

**Location: Curtis Hixon Waterfront Park, 600 N. Ashley Drive, Tampa, FL 33602**, Directions: From I-275; Take Exit 44 – towards Downtown - Ashley Dr., Keep right on N. Ashley Dr. Park will be on the right. From I-4: Take Exit 45A – towards Ashley Dr. ramp, Keep right on N. Ashley Dr. Park is located on the right.

### **SPACE ASSIGNMENTS:**

All space assignments will be made on a first come, first serve basis. No assignments will be granted until the completed application, appropriate form and fees have been received and cleared by the Tampa Bay Black Heritage Festival, Inc. (See Vendor Fee Schedule for deadline dates). **Applications postmarked after December 16, 2016 will be accepted on a space available basis and will incur late fees as identified on the Vendor Fee Schedule.**

### **PAYMENT:**

**No Personal or Business checks will be accepted after December 16, 2016**, payment will only be accepted by cashier's check, money order, certified check, or the use of PAYPAL on the vendor page on our website.

### **SET-UP/BREAK-DOWN:**

1. Only (1) day, **Friday, January 20, 2017**, has been designated as **mandatory set-up** day for Food vendors, between 10:00am – 5:00pm. Vendor check-in is required.  
**No Vehicles are allowed on property prior to your designated arrival time window. No Exceptions.**
2. Food vendor arrival time will commence no earlier than **10:00 am** and must conclude by **5:00 pm** on **Friday, January 20, 2017**. You are welcome to remain in the park to set-up your station.
3. No materials should be posted, tacked, nailed, screwed, stapled, or otherwise attached to any part of city property, including trees and walls.
4. No vehicles, including cars, trucks, vans, and RVs, may enter the park before, during, or after the festival.
5. Dismantling/breaking-down shall be permitted no earlier than Sunday, January 22, 2017 at 6:00 pm.
6. **Set-up of merchandise/food on Saturday, January 21, 2017 will begin promptly at 7:00 AM and must be concluded by the opening time of the Festival at 10:00 AM on Saturday and 11:00 AM on Sunday.**

### **HOURS OF OPERATION:**

Vendors will be afforded two (2) days of vending.

Saturday, January 21, 2017	10:00 am – 7:00 pm
Sunday, January 22, 2017	11:00 am – 7:00 pm

**If you purchase electricity from the Festival, you are responsible for providing your own electrical cord of at least 50 feet.**

**SECURITY:**

Security will be provided for the Festival grounds during Festival hours only, beginning at 8:00 pm, Friday, January 20, 2017 and conclude on Sunday, January 21, 2017 at 8:00 am. Vendor fees include security patrol. Please secure valuables overnight. Tampa Bay Black Heritage Festival, Inc and or affiliated parties shall not be liable or responsible for nor shall it act as an insurer **against theft, loss, or damage to your property** from any source or for any other damage incurred by you, the Exhibitor/Vendor or person attending event, at any time. Each Exhibitor/Vendor shall provide such security, at its own cost and expense, as it deems appropriate for the protection and security of its goods and/or merchandise. **The Tampa Bay Black Heritage Festival, Inc., and/or the City of Tampa and affiliated parties shall be held harmless in the event of any damage, harm, or loss of any property owned by, leased to or rented to, or person employed by, agent of, or associated with Participating Company/Organization.**

**CONTACT INFORMATION:**



**P.O. Box 16622**

**Tampa, FL 33687-6633**

**1-888-224-1733 ext. 3143**

**Email: [programs@tampablackheritage.org](mailto:programs@tampablackheritage.org)**