

TERMS AND CONDITIONS

TBBHF Music Fest

Please READ Entirely

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 December 15, 2023, to be considered for a vendor space. **Prices listed for onsite set-ups are for both days of Music Fest. AFTER December 15, 2023, only ONLINE Credit Card payments, CASHIER'S CHECK or MONEY ORDER WILL BE ACCEPTED. The festival reserves the right to approve and/or deny vendor applications as deemed appropriate.**

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. You can provide your own quiet Generator or purchase electricity. Hand sanitizer and and/or food gloves are recommended when handling orders.

SPACE INFORMATION: **Approved Merchandise Vendors** will receive the purchased space size, a tent that will contain one (1) table and two (2) chairs, per 10x10 space; two (2) tables and (3) chairs, per 20x20 space. **Approved Food Vendors** will receive the purchased space size and are **required to provide 1/2-inch PLYWOOD and TARP/COVERING and MUST COVER YOUR ENTIRE SPACE. NO GREASE SPILLS ARE PERMITTED ON CITY PROPERTY. Gas grill equipment must be at least 10 feet from tent set-up.** Tents, tables, chairs, or electricity are not included in the fees for food vendors. Food Trucks will require pre-approval as must have the appropriate electrical outlet for service.

All Vendors are required to provide all materials needed to decorate and brand your space. Signage or merchandise is not allowed to impede the space of other vendors and must be contained in your area. You are responsible for bringing your own electrical cord at least 100 feet and night lighting.

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/WEAPONS 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 OBTAIN AND PROVIDE THE APPROPRIATE DOCUMENTS AS REQUIRED BY THE STATE OF FLORIDA AND CITY OF TAMPA FIRE MARSHALL, IN ORDER TO VEND. SEE ATTACHED DOCUMENT. PLEASE PROVIDE DOCUMENTS WITH APPLICATION TO BE CONSIDERED.**
7. **VENDORS WILL NOT BE PERMITTED TO SELL OR PROVIDE ANY BEVERAGES, INCLUDING WATER. THIS APPLIES TO ALL VENDORS.**
9. **Grease traps for food vendors may be provided, however, please be prepared to bring your own disposal containers. NO grease dumping is allowed on Park grounds. YOU ARE RESPONSIBLE FOR CONTAINERS AND DISPOSAL OF GRAY WATER. You will be expected to CLEAN your designated space completely, at the end of each day.**
10. **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 12, 2024, only, from 9:00am - 5:00pm. ALL** vendors will be allowed to drop needed materials during the drop-off period (7:30am to 11:00am – Saturday and Sunday) at the unloading zone. Immediately after unloading, your vehicle must be moved. **Parking is NOT PROVIDED by the Festival, or City of Tampa.** 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.**
11. All vendors are responsible for self-parking and parking fees.
12. Under NO circumstance will an exhibitor/vendor be permitted to sublet, sublease, share or loan its space(s) to anyone. 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 15, 2023**. An administrative charge of \$100.00 will be deducted from any refund due.
3. **AFTER Friday, December 15, 2023. NO REFUNDS WILL BE GRANTED.**
4. **No refunds for cancellations due to inclement weather or No shows.**

ANCILLARY CHARGES/FEES:

1. Returned checks (insufficient funds, uncollected funds, etc.) will be assessed at 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 15, 2023, 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 using **PAYPAL or other pay sources** 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. ALL VENDORS ARE REQUIRED TO CLEAN YOUR AREA, AT THE END OF EACH NIGHT. No merchandise, unused or uncooked food, grease, grease spills, boxes, or trash, should be left in your area. YOU WILL INCUR A \$200 FEE, PER DAY, TO BE COLLECTED SAME DAY, IF YOUR AREA IS LEFT A MESS, YOU MAY NOT BE ABLE TO CONTINUE OR PARTICIPATE IN THE FUTURE. No refunds will be granted.

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 approvals/assignments will be made on a first come, first serve basis, and are limited. 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 15, 2023 will be accepted on a space available basis.**

PAYMENT:

No Personal or Business checks will be accepted after December 15, 2023, payment will only be accepted by cashier's check, money order, certified check, or the use of PAYPAL or other pay sources on the vendor page of our website.

SET-UP/BREAK-DOWN:

1. Only (1) day, **Friday, January 12, 2024**, has been designated as **mandatory set-up** day for Food vendors, between 9:00am – 5:00pm. All other vendors can set up hardware on Friday, 9am – 5pm. **Vendor check-in is required prior to entry.**
2. Food vendor arrival time will commence no earlier than **9:00 am** and must conclude by **5:00 pm** on **Friday, January 12, 2024**. After you park your vehicle, you are welcome to remain in the park to set up your station. NO space should be left unattended.
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 14, 2024, at 8:00 pm or when prompted by Festival Staff. You will not be able to leave the premises until all notified of such.
6. **Set-up of merchandise/food, based on your scheduled arrival time begins on Saturday, January 13, 2024, will begin promptly at 7:00 AM and must be concluded by the opening time of the Festival at 1:00 PM on Saturday and 1:00 PM on Sunday.**

HOURS OF OPERATION:

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

Saturday, January 13, 2024, 1:00 pm – 9:30 pm

Sunday, January 14, 2024, 1:00 pm – 9:30 pm (All vendors must exit the park by 2AM, Monday, 1/15/24)

If you are using or purchasing electricity, you are responsible for providing your own electrical cord of at least 100 feet.

SECURITY:

Security will be provided for the Music Fest during afterhours only, beginning at 9:00 pm, Friday, January 12, 2024 and conclude on Sunday, January 14, 2024 at 7:00 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., the City of Tampa, The Board of County Commissioners, 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.**

All Vendors/Exhibitors must adhere to all guidelines expressed in this agreement.
There will be NO exceptions to the Terms and Conditions.

CONTACT INFORMATION:



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