

# Vendor Guidelines

## Event Rules, Regulations, Terms and Conditions

### INTRODUCTION

Awakening Into the Sun, Inc. hosts market opportunities across Tampa Bay. We love supporting our communities and working with others who align with our values, speak to our clientele, and desire to help us create an exciting, fun, well-rounded community. We partner with local businesses, non-profits, health and wellness providers, foodies, crafters, artists and creators of all kinds to celebrate the community and help us all keep it local.

### MARKET DATES

#### Spring Festival 2024

- Saturday, March 2 AND Sunday, March 3, 2024 \*TWO-DAY EVENT\*
- 10am-5pm both days
- North Straub Park, 400 Bayshore Dr NE, St. Petersburg, FL 33701

### BOOTH PRICING

#### Spring Festival 2024

- Saturday, March 2 AND Sunday, March 3, 2024
- ***This is a two-day event - pricing is for TWO FULL DAYS - there is no one-day-only price option\****
  - **EARLY BIRD RATES - BEFORE 8/31/23**
    - ★ \$250 for one 10×10 booth space
    - ★ \$280 for one booth space + electric connection
    - ★ \$330 for one booth space + electric connection + web ad
    - ★ Additional booth spaces \$200
    - Non-Profit Organization - \$125 - *Requires Approval* - Please email a copy of your IRS non-profit status certificate to [info@awakeningintothesun.org](mailto:info@awakeningintothesun.org) upon registering.
  - **AFTER 9/1/23**
    - ★ \$300 for one 10×10 booth space
    - ★ \$350 for one booth space + electric connection
    - ★ \$400 for one booth space + electric connection + web ad
    - ★ Additional booth spaces \$200
    - ★ Non-Profit Organization - \$150
    - *Requires Approval* - Please email a copy of your IRS non-profit status certificate to [info@awakeningintothesun.org](mailto:info@awakeningintothesun.org) upon registering.

*We are limited to 150 vendor spaces and registration will close registration when we reach maximum capacity.*

### BOOTH SPACES

Vendor booth spaces consist of a 10x10 area for you to set up your display. Awakening Into the Sun, Inc. does not provide tents, tables, chairs, or extension cords for your booth space - you must supply your own equipment. Vendors should ensure that their displays are professionally presented as their storefronts.

## VENDOR REQUIREMENTS:

- Tents: One 10'x10' tent is required for all vendors. Please Note: the maximum tent size allowed by the city is 10'x10', anything larger requires that you obtain a special permit along with approval from festival management. We do not require your tent to be a specific color.
- All booth display items must be contained within your 10x10 space - if you expand past your designated 10x10 area you will be charged for an additional booth space.
- Tent Weights: Weights on all tents are required without exception. A minimum of 30 lbs/tent leg is required to hold down your tent. No stakes allowed for securing tents. Vendors without proper weights will not be allowed to participate.
- Display equipment, tables, chairs, table covers, banner or sign with your booth name.
- Heavy-duty, outdoor-grade extension plug (at least 50-foot) if you purchased an electric connection.
- NO GENERATORS will be permitted inside the market. If your booth setup requires electricity you may purchase a connection at registration. \*Food trucks will be parked on the perimeter of the event and are permitted to operate quiet generators. If a food truck generator is unsafe or too loud it will not be permitted to stay.

## VENDOR RESPONSIBILITIES:

- ★ You are responsible for keeping your site clean. Please throw away garbage in the designated areas.
- ★ No alcoholic beverages or smoking is allowed at vendor booths.
- ★ Vendor space cannot be shared without the prior approval of event management.
- ★ Be mindful and courteous of your neighbor. Any issues or concerns should be brought to the attention of event management. We have a zero tolerance policy to rudeness, harassment, bullying and violence. Remember that this is a family-oriented community event.
- ★ Each vendor is solely responsible for all monies collected and reporting sales tax.
- ★ Vendors, vendor booths and representatives consent to be photographed and/or video recorded for use in advertising of the event. All images taken will become property of Awakening Into The Sun, Inc.
- ★ Food vendors are responsible for having their permits in order and comply with all applicable city, county and state ordinances, codes, and health and waste laws.
- ★ Exclusivity is not granted to any one vendor within a product category. Each category has a limited number of spaces available within it and all vendors should present unique items within a category.
- ★ You will only be permitted to sell the items you listed on your registration form so please include all items you plan to offer. If you display items for sale that were not listed on your registration form you will be asked to remove them. This is how we keep our categories from becoming oversaturated.
- ★ It is the sole responsibility of the vendor to maintain compliance with all federal, state and local regulations and codes pertaining to licenses, permits, health regulations, safety codes, insurance requirements and sales tax.
- ★ Only one vendor business may occupy a booth space unless a sharing arrangement has been approved by festival management.
- ★ *Vendors may not, under any circumstance, offer for sale any illegally procured merchandise, materials that are violent, obscene or sexual in nature; firearms and ammunition; alcohol or illegal drugs and paraphernalia.*

## ADDITIONAL REQUIREMENTS FOR FOOD VENDORS

- ★ Food vendors are required to have appropriate fire extinguishing equipment with current certification tags attached and ready for inspection by the Fire Marshal
- ★ Food vendors that do not already have the appropriate license/permit must be prepared to pass health inspection and pay on site with a money order.

- ★ The event does not provide a disposal container for cooking oil. *Cooking oil may not be disposed of in the trash or left on-site at the event.*
- ★ Food Vendors will be required to have and continually maintain oil/grease protection barriers within their booth at all times. All propane deep fat fryers must be self-contained (enclosure of open flame) and be controlled by an accurate thermostat (if applicable).

## PARKING/SETUP/BREAKDOWN

Specific details and instructions will be emailed to all vendors two weeks prior to the scheduled event.

## CANCELLATIONS

All cancellation requests must be made via email to [info@awakeningintothesun.org](mailto:info@awakeningintothesun.org).

- If cancellation is made at least 90 days prior to event date: *a full refund LESS a \$75 cancellation fee*
- If cancellation is made less than 90 days prior to event date: *a full credit\* LESS a \$75 cancellation fee*
- If cancellation is made less than 14 days before the event date: *all fees are non-refundable.*

*\*Credits are applied to your next market registration. \*\*Vendors who do not show up and do not communicate their cancellation will not be permitted to register for another market.*

## WEATHER CONDITIONS

This is Florida and the weather forecast tends to change from day-to-day. Our markets are rain or shine events. Our team monitors the forecast closely and in case of severe weather, we will reach out to you via email if it is deemed unsafe to open the market. No refunds will be given due to bad weather.

We honor that vendors need to make decisions that are best for their businesses and we understand if you are not able to participate. Please notify us no less than 24 hours prior to the rescheduled event if you will not be attending so that we can make arrangements to fill the gap. Our events continue in light rain and may have a delayed start time if weather conditions at set-up hinder appropriate progress. The market will continue as advertised unless unsafe conditions warrant closing. If the market closes early due to bad weather conditions, vendor fees will not be returned or credited.

Awakening Into the Sun, Inc. is not responsible for any damage or injury incurred as a result of the weather conditions and we ask all vendors to plan accordingly to ensure all equipment is properly weighted/secured.

→ **Hazardous Weather Conditions** *If there is a predicted hurricane or tropical storm we will issue a cancellation notice via email 48-hours in advance of the scheduled market date.*

## COMMUNICATIONS

Upon successful registration you will receive a confirmation email from us. If you do not receive our email confirmation please reach out to us to confirm your registration.

We will also send an email to vendors one week prior to the scheduled event with all parking, set-up, and breakdown instructions as well as booth location assignments. These are important instructions that will include directions for unloading and setup that are important for vendors to follow. If you do not receive this email please reach out to us prior to arriving at the event. A successful setup is critical to a successful market and we thank you in advance for reading our information, following the guidelines and remaining mindful of your fellow vendor community.

If you have any questions you can reach us via email at [info@awakeningintothesun.org](mailto:info@awakeningintothesun.org) or phone at (727) 565-2214.

## BOOTH LOCATION ASSIGNMENTS

Booth location assignments are made at the discretion of festival management. We make every effort to place you in a spot that is desirable to you that also matches the needs of the market as a whole. The vendor map with location assignments will be emailed at least one week prior to the event date.

## VENDOR CHECK-IN

Vendors are required to check-in with a staff member upon arriving at the market to verify your booth location and avoid setting up in the wrong place. Last minute changes occasionally occur due to multiple factors so please be sure to check-in. Vendors who set up in the wrong location without checking in will be required to move.

## SECURITY

### Spring Festival

Security will be provided overnight on Friday and Saturday. You may leave your tent/table/chairs in place overnight, however, you are encouraged to remove anything of value from your exhibit area prior to leaving for the night on Saturday. Awakening Into The Sun, its staff and the City of St. Petersburg are not responsible for lost, damaged or stolen items left overnight, nor are they responsible for losses experienced by vendors due to inclement weather, guest/vendor negligence, theft or loss during the event. Vendors are fully responsible for their own personal property.

## ADVERTISING OPPORTUNITIES

Add your logo to our website for just \$50! All vendors have the opportunity to advertise their business on our website by submitting a logo file. Your logo will link directly to your website or social media page. All ads will be displayed in random-order rotation on our site, geared for 50,000+ visual impressions. After our public advertising campaign launches, we expect tens of thousands of hits to our site, and to your ad - don't miss out! *\*\*Select the web-ad option on the registration form and email your logo file to [info@awakeningintothesun.org](mailto:info@awakeningintothesun.org).*

## SPONSORSHIP OPPORTUNITIES

For vendors who wish to stand out in a prominent way and see the value in partnering with Awakening Into The Sun and our mission for this event, we are offering event sponsorships. We offer three levels of sponsorship to consider, depending on your goals and the level of visibility you desire. A limited number of sponsorships are available, and we offer category exclusivity at our partner level. We encourage interested sponsors to sign up early for maximum advertising exposure. *For full details on the perks that come with sponsorship, email us at [info@awakeningintothesun.org](mailto:info@awakeningintothesun.org).*

## COMPLIANCE

Failure to comply with the Rules and Regulations governing this event may result in your expulsion from the event without refund. Awakening Into the Sun, Inc. reserves the right to interpret, modify, delete or add to the rules as necessary for successful and efficient event operations. Enforcement of these terms and conditions are at the sole discretion of Awakening Into the Sun, Inc.

## ACKNOWLEDGEMENT

- I acknowledge that I have read and fully understand this agreement, and that I voluntarily executed the same without inducement or promise not contained herein. I further understand that this agreement may affect my rights and I expressly agree that this agreement shall be construed as broadly as permitted by the law of the State of Florida, and that if any part hereof is declared invalid, the remainder

shall remain in full force and effect. I have read and agree to the above terms and conditions, and will adhere to the Rules and Regulations set forth by Awakening Into the Sun, Inc.

## **WAIVER, RELEASE AND HOLD HARMLESS AGREEMENT**

- Release of Liability - I unconditionally waive, release, indemnify and forever discharge and hold harmless, Awakening Into the Sun, Inc., the event named above, the city and or county the event is held in, all sponsoring organizations, their directors, officers, employees, agents and volunteers, successors and assigns, and all other persons directly or indirectly liable, from all claims of legal or financial liability of any kind, including but not limited to, personal and economic injury, loss, costs, or damage arising out of or in conjunction with the above named festival or event, whether foreseeable or unforeseeable, including those resulting from negligence or fault, without regard to any hazards which may exist, whether hidden or obvious.
- Severability - If any part of this Waiver and Release is found to be invalid, all other parts of this agreement shall remain binding and continue in full force and effect. I expressly agree that this agreement shall be construed as broadly as permitted by the law of the State of Florida.
- Affirmation - I affirm that I am an adult and legally competent to sign this release; that the terms of this release are contractual; and that this release shall be binding on me, my personal representatives, heirs, successors and assigns. I have fully read and understand the contents of this agreement and I further acknowledge that I voluntarily execute the same without inducement or promise not contained herein.