



January 13, 2012

Dear Vendor,

On behalf of United Way of the Big Bend and Springtime Tallahassee you are invited to participate in the Capital City Bank Springtime **Downtown GetDown, Friday, March 30, 2012 from 6:00-10:00 p.m.** The Capital City Bank Springtime Downtown GetDown is a street party with entertainment stages, children's activities and offers a taste of Tallahassee.

This opportunity allows you to participate in a two-day event in Tallahassee and maximize your exposure in the community. In order to accommodate vendors for this two-day event, your vendor location on Friday night will be the same location for the Springtime Tallahassee festival the following day. You will not be required to break down your booth Friday night after the GetDown and security will be provided by Springtime Tallahassee. Although security is provided, Springtime Tallahassee and United Way of the Big Bend will not be held liable for vendor's booth left on site after the Downtown GetDown event concludes.

An application to participate in the Springtime Downtown GetDown has been enclosed. Vendors wishing to stay overnight to participate in the Springtime Tallahassee festival on Saturday, March 31, 2012 must submit a Springtime Food Vendor Application which can be found online at www.springtimetallahassee.com.

Join us in kicking off the festival weekend at the Capital City Bank Springtime Downtown GetDown.

If you have any questions or need any additional information, please do not hesitate to contact Cara Petrunger at (850) 545-2517 or by email at cpetrunger18@gmail.com.

Sincerely,

Jason Zaborske
President
Capital Events, Inc.

Jennifer Naff
Executive Director
Springtime Tallahassee, Inc.



March 30, 2012
CAPITAL CITY BANK SPRINGTIME
DOWNTOWN GETDOWN

Please return completed application ASAP for
early vendor placement, and no later than
February 6, 2012

ATTN: Cara Petrunger
Capital Events, Inc.
1138 E Tennessee
Tallahassee, FL 32308
Fax: 850-727-0334
Phone: 850-222-3868

VENDOR APPLICATION:

Name of Applicant: _____

Name of Business: _____

Address (home/office): _____

Contact Information: _____

*Home ph: _____ *Office ph: _____

*Fax: _____ *Cellular: _____

*Email Address: _____

Business Owner Contact Info (*if different from applicant*):

City of Tallahassee Occupational License Number (*attach copy*):

Products Sold (be specific):

Food

Wares

Other (List specifically)

I Need (circle): tent table chairs electricity

If serving out of a trailer, please indicate dimensions:

I have read and understand the attached information. I have received and agree to the vendor requirements, rules and restrictions. I understand and agree that vendor fees are due upon acceptance of an event. In the event that the Downtown GetDown event is interrupted or cannot be held due to rain, acts of God, or for any reason, fees are non-refundable. I agree to all requests and requirements.

Signed: _____ Date: _____

PRICE LIST

- **\$250 for 10x10 space**

Vendor fee covers:

- **One 10'x10' tent**/space (setup/breakdown)**
- **One 8-foot table**
- **Two chairs**
- **Trash receptacles**
- **Electricity (Vendor is responsible for securing 50ft. extension cord and lighting for booth)**

****Please note: Tents, tables & chairs supplied by United Way will be picked up at the conclusion of the Friday night GetDown. Vendors are responsible for securing their own tent, tables & chairs for Springtime Tallahassee.**

REQUEST FOR RENTAL OF EXTRA TABLES, CHAIRS AND/OR TENTS

Extra Tables can be rented for \$10 per table

Extra Chairs can be rented for \$2 per chair

Extra Tents can be rented for \$100 per tent (this covers fees for two vendor spaces - 10x20)

I would like ___(enter number) additional tables

I would like ___(enter number) additional chairs

I would like ___(enter number) additional tents

YES, I am interested in overnight vendor booth accommodations. I understand that Springtime Tallahassee will bill me \$20 overnight security fee.

NO, I am not interested in overnight vendor booth accommodations.

VENDOR REQUIREMENTS

Schedule:

- Events are from 6:00 –10:00 p.m.
- Vendors **MUST** stop serving and shut down booth promptly at 10:00 p.m.

Set-up and Break Down:

- Check in and start setup **no earlier** than 4:00 p.m. and **no later** than 5:00 p.m.
- Vendor should be completed with set-up by 6:00 p.m.
- Vehicles must be removed from venue no later than 5:30 p.m.
- Vehicles may not re-enter the area until approved by local authorities.
- Early teardown is not permitted.
- **CLEAN UP BOOTH AND CLEAR THE AREA BY 10:30 PM.**

Safety:

*It is your responsibility as a vendor to ensure the safety of yourself, your co-workers and patrons of the event. These safety requirements are put in place by the City of Tallahassee and **enforced** by Downtown GetDown authorities.*

- All cords/extension cords, must be bound/secured to the ground. You may duct tape the cords to the ground, with all exposed areas of the cord being taped.
- Cords **CANNOT** be tangled and left in an open area where patrons can trip and fall on them. Put excess cord under your table or in a secure location where patrons will not have access to them.
- Any vendor with an open flame oven or hot cooking surface shall provide a safety barrier whereas patrons cannot access them. This can be done with orange safety fence/netting available at the local hardware store.
- Finally, review your vendor area and make sure **ALL** of your belongings are under your tent or provide a barrier preventing patrons from having access to said area.

Required Licensing & Onsite Inspection:

- All food vendors must hold current licensing and approval by the Florida Department of Business & Professional Regulation.
 - Licensing and inspection will be conducted onsite by DBPR, Division of Hotels & Restaurants Inspector. All food vendors without current licensing will be required to purchase a temporary one onsite by the Division of Hotels & Restaurants. **The fee is \$91 for a 1-3 day event and DBPR Supervisor on site will only accept money orders or cashier checks.** All food vendors must comply with environmental health requirements for food booths at temporary events (see attached.) Any questions, please call DBPR Customer Center at (850) 487-1395.
- All other sales booths must hold current City of Tallahassee Occupational Business License

Miscellaneous Requirements:

- All vendors are required to possess a fire extinguisher at their booth. Fire extinguishers **WILL NOT** be provided and must be secured by vendor.
- Any vendor cooking with grease must have a **Class K** fire extinguisher.
- To obtain (within five days of contract event) extended liability coverage from your insurance company listing: The City of Tallahassee, Downtown Improvement Authority, and United Way of the Big Bend as additional insureds.
- To provide **prior to the event:** 1) copies of occupational license, and 2) proof of the extended insurance coverage, and 3) payment of the vendor fee (**PAYABLE TO** The United Way of the Big Bend).

Please retain this portion of the application for your information.

RULES & RESTRICTIONS

- **No selling or giving away of any beverage of any kind.**
- **No dumping of grease or other materials in street drains – offenders will be subject to city ordinances and clean up fee.**
- **No strolling vendors – vendors may not distribute any materials outside of vendor booth.**
- **Smoking is not permitted under tent/canopy**
- **Collect and report individual Florida Sales Tax (vendors' responsibility).**
- **No generators are permitted.**
- **No cooking under tents provided by United Way of the Big Bend.**
- **No BBQ Smokers permitted on venue.**
- **No water outlets available at the venue.**
- **No raffles or drawings where an exchange of money takes place for the chance to win a prize.**
- **Downtown GetDown discourages the distribution of political materials to its patrons.**
- **All paperwork and vendor fees must be submitted in advance of event.**
- **All vendors must adhere to vendor requirements as outlined on page 4 of vendor application.**
- **Retain a copy of completed vendor application for your information.**
- **You will be notified of acceptance by United Way of the Big Bend.**

Please retain this portion of the application for your information.

INDEMNIFICATION STATEMENT

The Business/Vendor shall indemnify and hold harmless United Way of the Big Bend, Downtown GetDown and all Downtown GetDown sponsors and/or partners; or any of their employees, agents, or agencies from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the approval of permit and use of public property for the 2012 Downtown GetDown event. In any and all claims against said Downtown GetDown sponsors and/or partners; or any of their employees, agents, or agencies by any employee of the Business/Vendor or by anyone directly or indirectly employed by the Business/Vendor or by any third party to whom a Downtown GetDown Partner or Partners may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the individual under state or federal law.

Business/Vendor

Business/Vendor Address

Type or Print Name

City, State, Zip

Signature

Date

VENDOR CHECKLIST

Please review the vendor checklist below to ensure vendor application requirements are completed and returned with appropriate documentation.

- Attach Copy of: City of Tallahassee occupational license (a.k.a. business license) (see pages 2;4)**
May be obtained by going to the City website address:
www.talgov.com/businesses/licenses.cfm

- Certificate of Insurance attached: naming City of Tallahassee and United Way of the Big Bend as additional insureds (see page 4)**

- Payment of the vendor fee. PAYABLE TO: The United Way of the Big Bend. Payment must be received prior to event. VENDOR FEES WILL NOT BE ACCEPTED OR COLLECTED DURING THE EVENT (see page 4)**

- Food Vendors: All food vendors must hold current licensing and approval by the Florida Department of Business & Professional Regulation. If you do not have current licensing bring Money Order or Cashier's Check in the amount of \$91 to event as you will be required to purchase temporary permit from DBPR Supervisor (see page 4)**

Guide To Temporary Food Service Events

For Florida's Public Food Service Establishments

Division of Hotels and Restaurants

Temporary Food Service Events

A temporary food service event is an event of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

1) Type of food service proposed, 2) Time and location of the event, 3) Complete list of food service vendor owners and operators participating, and 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

Licensing Exemptions

Public food service establishments operating under a current license from the division or from the Department of Agriculture and Consumer Services may operate under the regulations of those licenses at temporary food service events of 1-3 days. For events of 4-30 days, such establishments must purchase a temporary food service event license.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or operated by a nonprofit civic, fraternal or religious organization licensed by the Department of Health are exempt from licensing and inspection by the Division of Hotels and Restaurants. These vendors must notify the local county health department of any proposed event held at such a location.

Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event \$91
- 4-30 day event \$105
- Annual \$1,000

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or warewashing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When potentially hazardous food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
 - a) 16 mesh to 1 inch screens; b) Properly designed and installed air curtains; or c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

www.MyFloridaLicense.com/dbpr/hr