
Top Tropicals Garden Events

VENDOR APPLICATION and EVENT TERMS (3 pages)

Event Date: _____ Time: from _____ to _____
Booth cost: _____ Booth size _____

Information about you

Business name: _____
Contact person: _____
Address: _____
Phone: _____
Email: _____
Website: _____
Social media page(s): _____

Description of product(s) or services: _____

Top Tropicals marketing campaign will advertise this event so you can have great sales.
In order to make this event a mutual success and bring more visitors/buyers, ***please provide as much information as possible about your business, products, and services:***

- pictures of your products or performance
- social media links
- press-release (if available) or an attractive, catchy description of your business/products/services

We will be advertising your name as much as possible, including media, our website, newsletter, direct mail, posters and cards - BEFORE the event, to bring you more business. Please send us your promo materials/info ASAP.

Deadline to provide your promo materials for this event: _____

(by default: 4 weeks before the event)

Terms and conditions

- Event starts at 9:00 am on Saturday and ends at 3:00 pm.
- Set up is same day, Saturday from 7:00 – 8:30 am.
- Upon arrival, vendors must check in at the office. All exhibitors must unload and park their vehicles (street parking).
- Vendors must complete booth set up at least 30 minutes prior to the event opening.
- The booth/tent set up must be strong enough to withstand winds and crowds. You may use concrete blocks to secure tent legs if necessary. Check with our office if need blocks.
- There will be a security deposit of \$25.00 per vendor. This deposit will be refunded to the vendor after the completion of the event as long as the site is left clean.
- Well behaved and leashed pets are allowed at the event, however, poor-behaved pets will have to be removed.
- No breakdown of booths is allowed before the announced closing time.
- If you need electric, you must bring your own heavy duty extension cord at least 50 feet long. Electric is LIMITED. Contact our office for more details.
- WiFi or cable internet connection can be provided by Top Tropicals. You may need to bring your own cables. Please coordinate your needs with our office prior to the event.
- In order to promote the event and bring you more business, please send us pictures of your set-up, work area, and at least two pictures of your work. Top Tropicals will provide links to you social media, website, pictures of products and services as long as we have them ahead of time before the event.
- Top Tropicals LLC will not be held responsible for any liability, lost or stolen or damaged merchandise or any injury incurred during the event.
- Top Tropicals LLC will not be held responsible for any liability, lost, or stolen or damaged equipment.
- **Vendor agrees to indemnify fully and hold Top Tropicals LLC, its officers, employees and agents against all damage claims, liabilities and causes of action of every kind and nature.**

Vendor signature

Name (please type)

Date

Requirements for a Food Vendor:

- Must provide a quality food product and a food truck/booth that is staffed by clean, professional and courteous personnel.
- ALL food vendors must possess Product Liability Insurance for sale or distribution of any food products (i.e. food, beverages, etc.) at the event. Each food vendor must possess a certificate of insurance which provides for at least \$1,000,000 Product Liability.
- Vendors must follow all rules set forth in the 'Guidelines for Temporary Events' produced by the Florida DBPR Division of Hotels and Restaurants and are solely responsible for meeting all requirements.
- Vendors must have a valid license to sell food in the state of Florida issued by the DBPR. Non-profit organizations are exempt from the DBPR license requirement, but must be a registered non-profit organization 501(c)(3) and have proof of their non-profit.
- Vendors must bring their driver's license as proof of identification.
- Vendors must agree to indemnify fully and hold Top Tropicals LLC, its officers, employees and agents against all damage claims, liabilities and causes of action of every kind and nature.
- Comply with all health and fire permits, where applicable, at own expense.
- Responsible for keeping food area attractive before, during and after the event.
- Responsible for collecting and reporting all Florida sales tax.
- Ensure that grease and abrasives will not be disposed of on event property except in designated garbage dumpsters.
- Ensure food truck/booth has prices, including sales tax, posted which will be visible to the public in signage that is professional in appearance and size.
- Vendor and their employees shall use every measure to protect the site from all damages. Vendor shall be responsible for damage caused to buildings and grounds.
- Vendor will remove all trash in immediate food area during set up and breakdown. No trash is allowed to be left in food area after breakdown.
- Plastic gloves shall be worn by all persons handling food. No contact with money shall be allowed by persons handling food.

Vendor signature

Name (please type)

Date