**The Third Annual**

**Black History Celebration**

**“Soul Food Festival”**

**Presented by Concerned Citizens of South Putnam, and The City of Crescent City**

Come join us for the Inaugural Soul Food Festival celebration located in Eva Lyon Park, Crescent City, FL. Event activities will range from Food Vendors, Booth, Sweet Potato Pie Contest, Spades Contest, Dominos Contest, Dance Contest, Live Entertainment, Health Expo, Games, Children Zone/Activities, and much more!

**Applications are due NO LATER than Friday, January 21, 2025, and can be requested by contacting**

**Veronica Glover 386.559.2810**

**Kim Hardy 386.546.1493**

**Email: concernedcitizens32112@gmail.com**

**EVENT LOCATION: EVA LYONS PARK**

**100 South Summit Street, Crescent City, FL.32112**

**Friday, February 21, 2025 and Saturday, February 22, 2025**

**1O:00 am to 6:00 pm**

**“RESPECTING THE PAST AND EMBRACING THE PRESENT”**

**Mail Application and Fee to:**

**CCSP-Soul Food Festival**

**Attn: Concerned Citizens of South Putnam P. O. Box 414**

**Crescent City, Florida 32112**

For information contact Veronica Glover at 386.559.2810 or Kim Hardy 386.546.1493

## Vendor Rules and Regulations

* All vendors must be approved, and registered with Concerned Citizens of South Putnam
* Concerned Citizens of South Putnam, reserves the right to limit the number and types of vendors in the best interest of the festival.
* Concerned Citizens also does not offer exclusivity to vendors.
* Concerned Citizens of South Putnam reserves the right to review any exhibit, work of art considered inappropriate, and reserves the right to ask the offending vendor to correct an inappropriate exhibit or work of art or to leave the festival. Exhibit spaces are 12 x 10 and WILL include electricity outlets. **If you need more than a 12 x 10 area, you will be charged for additional space.**
* Vendors are to provide their own 100’ extension cord. Tables, chairs, canopies, and lights.
* Space assignments are determined based upon the best interests of the festival, on a “first come, first serve” basis.
* This contract neither implies nor grants any preferential.
* All exhibitors are responsible for collecting Florida Sales Tax on all items sold and submitting payment to the Department of Revenue.
* Due to our planning expenses, there will be no refunds for cancellations or inclement weather, **NO** rain dates will be made.
* Please keep surrounding area clean of trash. Non-Service Animals and /or alcoholic beverages are **NOT** allowed in the exhibition area.
* Electricity for the Soul Food Festival will be available at NO additional fee (where available). Vendors will have access to one (1) 110-volt outlet, up to 2,000 watts. Vendors are responsible for covering all cables and wires in their booth. They MUST be covered at ALL times. Extension cords, splitters, etc. Will NOT be provided. Please plan on bringing additional equipment you may require.
* Anyone not complying with these rules and regulations will be escorted from the festival areas.
* Vendor and Booth Applications submitted after January 21, 2025 will be charged $25.00.

## Setup

* You will receive additional information on your space assignment and vendor parking after your application is received and accepted.
* You will be able to setup the day before the event starting at 4:00 p.m. **Setup is at your own risk!**
* You must arrive no later than 9:00 a.m. the day of the event, at that time the streets within the park will be closed to vehicular Traffic until 8:00 p.m. **No exception!**
* Exhibits are to be displayed through the entire Festival events. All vendor exhibits must be removed at the close of the event. Food Vendor Specific
* Vendors are responsible for all permits, licenses, inspections, etc. Also, vendors are required to abide by all rules and regulations set by the Florida Department of Business and Professional Regulations (DBPR). The information can be found at http://www.myfloridalicense.com/dbpr/.
* The DBPR requires all FOOD vendor purchase a temporary food vendor license. The license fee will be based on the length of the event. DBPR requires payment by money order, presented on the day of the event. The current fee for a 1-3 day event is $91.00.
* All **FOOD** vendors are required to submit the menu items for sale and a price list along with their application. **Please note:** All menu items are subject to review and acceptance. Concerned Citizens reserves the right to limit the number and types of food vendors in the best interest of the festival. Menus are accepted on a “First Come, First Serve” basis.
* Concession trailers that are self-contained are allowed. A trailer requiring more area than the designated 12’ x12’ will be charged for additional space.

**FEES**

|  |  |
| --- | --- |
| **FOOD TRUCKS** | **$150.00** |
| **FOOD VENDOR** | **$150.00** |
| **BOOTH** | **$ 50.00** |

**PUBLIC SERVICE VENDORS $ 20.00**

**Any cancellation MUST BE MADE in writing, no later than February 21, 2025. Applicants after this date Will Not be able to receive a refund.**

**The Third Annual**

**Black History Celebration**

**“Soul Food Festival”**

**Presented by Concerned Citizens of South Putnam**

**Saturday, February 22, 2025**

**10:00 am to 6:00 pm**

## Vendor Application

**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_**

**Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please select a vendor type:**

**\_\_\_\_\_Food Truck $150 \_\_\_\_\_Food Vendors $150 \_\_\_\_\_ Booth $50 \_\_\_\_\_Public Service Vendors $20**

Prior to your application to be accepted, you MUST complete the Menu/Items for sale in the section below.

Requested Menu/Sale Items Prices

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach a separate page if more space is needed)

Please make checks and money orders payable to:

**Concerned Citizens of South Putnam**

**P O Box 414, Crescent City, FL 32112**

Applications are due no later than Friday, January 21, 2025

**CCSP “SOUL FOOD FESTIVAL”**

Concerned Citizens of South Putnam believe in equal opportunities for all vendors and we will seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration. In selecting participants, criteria may include menu items, past history, the promptness of application arrival, and event area accommodations. Concerned Citizens of South Putnam reserves the right to deny acceptance of an applicant if past experience or other factors warrant exclusion.

As a participant in the 3rd Annual Soul Food Festival, I fully understand and agree to the following.

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with the Festival. Furthermore, I understand that I should carry my own insurance and that I store my products and equipment overnight at my own risk.

I agree to waive and relinquish all claims I may have against Concerned Citizens of South Putnam and The City of Crescent City, and all associated sponsors and staff of the Festival and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by arising out of, connected with, or in any way associated with the activities of the Festival.

I agree that I am responsible for the transportation, insurance and sale of my products. I also understand that I am responsible for collecting and reporting sales tax on all transactions made during the Festival.

I agree to provide a specified list of all items I plan to sell, and I acknowledge there may be items that I may not be permitted to sell.

I understand that I must comply with all State of Florida Division of Business and Professional Regulations’ (DBPR) rules pertaining to food sales at special events.

I understand that failure to comply with DBPR regulations may result in being asked to leave the Festival, and the forfeiture of all fees.

I agree to pay all the necessary fees set forth in this application. I understand that my payment will be deposited upon application acceptance to the Festival.

I understand that all cancellations must be made in writing and must be postmarked no later than January 21, 2025, and that absolutely no refunds will be considered after that date.

I agree to be present all day on the day of the Festival.

I agree that if I have not set up by 9:00 a.m. or if I leave the Festival early, I forfeit my booth space and all fees. No Exceptions!!! I agree that all demonstrations and exhibits may be photographed for publicity purposes.

I have read through the application, and I agree to abide by all rules set forth in this Agreement.

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Applicant Signature Date