

The Village of Royal Palm Beach
FALL FANTASY CRAFT SHOW at VETERANS PARK
Eligibility, Rules and Regulations

A. DATE AND TIMES OF OPERATION

Saturday, November 21, 2009

Hours of operation: 9 a.m. to 1 p.m.

Setup begins at 7 a.m.

ALL VENDORS MUST BE PREPARED TO START BY 9 AM.

- B. LOCATION** – Veterans Park, 1036 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411 (one block south of Okeechobee Blvd.) (Rain location will be at the RPB Cultural Center at 151 Civic Center Way)

C. VENDOR AND PRODUCT ELIGIBILITY

All Items must be Hand Crafted and Original works of the Artist.

- All art mediums are being accepted. Variety is encouraged. Please provide a photo of craft items you intend to sell with application. We ask that you remember this is a family-oriented event and all items must be appropriate for this audience. Consult with the Craft Show Coordinator as to whether or not any particular product may be offered for sale. All Participants must fill out an application and return it to the Royal Palm Beach Cultural Center prior to the event. Applications must have photos of Artists work included. NO applications will be issued on the day of the event.

- **ITEMS AND PRODUCTS SPECIFICALLY PROHIBITED:**

Games of chance, alcohol and tobacco products, knives, swords or weapons of any kind, and religious or political materials – whether being sold or distributed free -- are strictly prohibited. Any vendor selling, displaying or handing out prohibited items will be asked to remove these items or leave.

D. PERMIT FEES

OPEN SPACE	\$20.00
COVERED (GAZEBO) SPACE	\$35.00
TABLES (8'LONG)	\$10.00 EA
CHAIRS	\$ 3.00 EA

- All fees are due in advance.
- All spaces will be assigned by the Craft Show Coordinator.
- No Tables or Chairs will be rented the day of the event.

NO REIMBURSEMENT OF ANY PREPAID FEES WILL BE MADE IF THE VENDOR DECIDES NOT TO PARTICIPATE AFTER MAKING PAYMENT, OR, IF THE MARKET IS CANCELLED DUE TO INCLEMENT WEATHER.

E. VENDOR EQUIPMENT AND SUPPLIES

- Each vendor is responsible for bringing and providing the equipment and supplies they require to do business. This includes tables, chairs presentation / display materials, signs, electrical cord (if required), tents and / or umbrellas.
- ALL equipment, supplies, empty boxes and trash MUST BE REMOVED FROM THE PROPERTY at the end of the event.
- Park trash receptacles and dumpsters ARE NOT to be used to dispose of these items.

F. BOOTH SPACE

- All booths measure approximately 10" x10'. The Village of Royal Palm Beach reserves the right to assign, limit the quantity of, or relocate space(s) rented by a vendor. The subletting of a booth is not permitted.
- Attaching any signs or displays to any Village property, structures, trees or equipment is STRICTLY PROHIBITED.

G. SETUP / BREAKDOWN / CLEAN-UP

- Setup starts at 7:00 a.m. and must be completed by 8:45 a.m.
- All vendors **MUST** be ready to start business no later than 9:00 a.m.
- Break down starts at 1:00 p.m. Absolutely no breakdowns are to begin before 1:00 p.m. unless inclement weather necessitates an early closure.
- Clean-up –Please assist us in keep our park beautiful and follow the clean-up rules set forth by the Village. Vendors are responsible for removing all garbage from their space, flattening all cardboard boxes, and removal of all their supplies, equipment and product from the site. Park trash receptacles and dumpsters **ARE NOT** to be used to dispose of these items. The Village of Royal Palm Beach will charge a \$25.00 clean-up fee for any trash, supplies or any other debris left at the vendor's site. Failure to clean up will result in a seller being barred from future events.

H. VEHICLES AND PARKING

- Since parking spaces at the park are limited, All Vendors **MUST REMOVE** their **VEHICLES** from Veterans Park after **UNLOADING**. Vendor parking is provided at Village Hall and the Cultural Center, both short distances from the park. A bus will be providing transportation to and from the overflow parking areas throughout the event. Your compliance to this request will leave more spaces available for customers, thereby creating a better flow of customers.
- Please be courteous of your fellow vendors when loading and unloading.
- **ABSOLUTELY NO VEHICLES ARE PERMITTED ON PARK GROUNDS. THIS SPECIFICALLY INCLUDES ANY FOOD VENDING CARTS OR WAGONS.**
- **DO NOT PARK IN THE LOTS BELONGING TO TEMPLE BETH ZION, THE APARTMENTS OR STRATHMORE GATE, AS THESE ARE PRIVATE PROPERTY.**

I. CANCELLATION/RELOCATION POLICY

IMPORTANT-- In the event of inclement weather, the Craft Show Coordinator has the authority to cancel the Show, postpone opening, relocate, or to close early. A decision to cancel OR postpone opening should be made by 6 a.m. on the morning in question, or as soon as possible and left on answering machine at (561)790-5149. **THERE WILL BE NO REFUNDS OF PREPAID FEES IN THE EVENT OF WEATHER RELATED CLOSING.**

J. ENFORCEMENT OF RULES

- The Craft Show Coordinator is responsible for enforcing the above mentioned Rules. Possible violations will be discussed, and resolution attempted.
- The **VILLAGE** and Craft Show Coordinator, they reserve the right to update revise or change the rules and regulations presented herein at any time deemed appropriate or necessary. Vendors will be notified of any changes.

K. CODE OF CONDUCT

- All Vendors and Participants are expected to act in a positive, productive, respectful and cooperative manner. Anyone with issues regarding the Craft Show is encouraged to bring them to the attention of our staff. Staff will attempt, to the best of its ability, to resolve any concerns. Anyone found to be operating in a manner that could be detrimental to the Craft Show will be counseled by our staff, again, in hopes of resolving the issues.

L. MISCELLANEOUS

- The Village of Royal Palm Beach offers no guarantee as to the number of vendors or patrons the Show will attract. However, we do, to the best of our ability, advertise and promote the Craft Show as we deem appropriate. The desirability of any product sold at the Craft Show is beyond our control. The Village will **NOT** offer exclusivity arrangements with any vendor for any product.
- Since each individual vendor is operating his or her own business within the Show, it is in the best interest of all Vendors to conduct their own promotions, publicity campaigns, public relations and advertising both on and off the Show site. Do not depend solely on the promotions efforts of The Village to sustain your business.

M. ERRORS AND OMISSIONS

In the event of any errors or omissions contained herein, any and all appropriate rules, regulations or ordinances of the Village of Royal Palm Beach will apply.

**The Village of Royal Palm Beach
FALL FANTASY CRAFT FAIR at Veterans Park
Vendor Agreement and Booth Registration**

I have read the "Eligibility, Rules and Regulations" form for the Village of Royal Palm Beach's Fall Fantasy Craft Fair at Veterans Park and I understand what is presented in that document and agree to abide by all the conditions therein. Further, I understand that any violation of those conditions or potential hazard to the public may cause immediate revocation of my privileges.

I agree to sell only those products approved by the Village of Royal Palm Beach Craft Show Coordinator. Additional products cannot be added without prior approval.

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, dependents, heirs, executors and administrators, waive and release any and all rights and claims for damages which I/We may have against the Village of Royal Palm Beach, their representatives, successors and employees, for any injuries which I/We may suffer in connection with my/our participation in this event.

I hereby acknowledge and accept full responsibility for all my activities and for the activities of those assisting me at the Village of Royal Palm Beach Fall Fantasy Craft Show at Veterans Park. I agree to defend, hold harmless and indemnify the Village of Royal Palm Beach against any lawsuits, claims and other actions which arise from my conduct or the conduct of those assisting me.

I understand that the Village of Royal Palm Beach does not carry, provide or offer insurance coverage for individual Vendors and that I am required to provide my own insurance coverage for myself and those assisting me.

I understand that the Village of Royal Palm Beach retains the right to collect any and all monies owed by its Vendors per the Vendor Booth Registration and the Vendor Contract. I understand that all Vendors must pay a booth fee. Any fees incurred by the Village of Royal Palm Beach to collect monies due them will be added to the amount owed by the Vendor.

I (print name) _____ have read and understand the Eligibility, Rules and Regulations for participation in the Village of Royal Palm Beach's Fall Fantasy Craft Show at Veterans Park, and hereby agree to abide by them.

SIGNED BY:

VENDOR

VILLAGE OF ROYAL PALM BEACH

Signature: _____

Date: _____

Vendor Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____ Email _____

Product/Description: _____

Event date(s): _____ Year/Make of Auto _____ Tag _____

Open Space: \$20.00 x _____ = \$ _____ **Tables:** \$10.00 X _____ = \$ _____

Covered Space: \$35.00 x _____ = \$ _____ **Chairs:** \$3.00 X _____ = \$ _____

TOTAL: \$ _____

PLEASE MAKE CHECKS PAYABLE TO: Village of Royal Palm Beach
RPB Cultural Center, 151 Civic Center Way, RPB, FL 33411 phone: (561)790-5149