

**14th Annual Lake County Folk Festival  
October 8 & 9, 2011**

**Non-Profit & Community Service Organizations Vendor Application**

All fees and documentation from approved applicants must be received prior to set-up and event.

DEADLINES: Applications must be received at Eustis Main Street, Inc., by September 9, 2011. Notification of acceptance will be made by September 10, 2011. Payment of all fees with required documentation must be received in Eustis Main Street office by September 15, 2011. Return application to Eustis Main Street, Inc., P.O. Box 164, Eustis, FL 32727-0164. Call (352) 357-8555 for information. Vendor spaces are 12 ft. by 12 ft. The cost is **\$100** for both days. 110 volt, 20-amp power will be provided upon request (limited, first come-first serve). Tent tie-downs, trailer hitches, campers, canopies and other parts of the display must be inside this "box." If you need more room, you must purchase additional space. Vendors are responsible for providing their own materials including tables, tents, lights and all-weather outside extension power cord (minimum of 100 ft. cord recommended). Use of generators is not allowed.

**Rules & Regulations**

- If selling items, vendors will collect and pay appropriate Florida Sales Tax.
- If selling items, vendors will sell only those items listed and approved below.
- Refund request must be made in writing and received in Eustis Main Street office by September 19, 2011. There shall be NO REFUNDS made for any reason after that date. This includes, but is not limited to, any cancellations, weather problems, removal from the event for cause, or act of God.
- No exclusive event spaces are available.
- Failure to abide by Eustis Main Street, Inc. and City of Eustis rules and regulations will result in removal from event and vendor fees will be forfeited.
- Vendors must ensure that space is available for attendees to freely walk around their display and that emergency personnel have access to and through the display area.
- This is a FREE event for attendees. There is no need for passes or vendor badges.
- Additional requirements and signatures are required on page two of this form.
- Submit this form along with the following: A description or photograph or drawing of your booth or tent.
- White tents/canopies are preferred for this year. Next year they will be required.

Please print

Name of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ FAX number \_\_\_\_\_

Email: \_\_\_\_\_

Is this a fundraising event for your organization? \_\_\_\_\_

Describe the purpose of the fundraising(what will the money be used for?) \_\_\_\_\_

Items to be sold or distributed	Price:	Items to be sold or distributed	Price:
_____	_____	_____	_____

The undersigned agrees that he/she has read and understands the Rules and Regulations of the event and will comply with all the rules and regulations described. The undersigned understands that noncompliance will result in removal of the activity from the festival. Please initial here: \_\_\_\_\_

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The undersigned further certifies that he/she is the responsible person referred to in the Rules and that he/she is authorized to:

1. execute on behalf of the organization, and
2. accept legal process on behalf of the organization

The undersigned also agrees to indemnify and hold harmless Eustis Main Street, Inc., The City of Eustis, building owners and tenants. Upon approval by Eustis Main Street, Inc., I will be able to provide:

1. A certificate of insurance (\$1,000,000) naming as additionally insured Eustis Main Street, Inc. and the City of Eustis.
2. A copy of your State of Florida Sales Tax Certificate.

I understand that I will not be allocated space until all of the above documentation is on file in the office of Eustis Main Street, Inc. and all fees have been paid. I understand that all fees are non-refundable after September 19, 2011.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Please ensure you have a copy of this application for your files. Upon notification of acceptance, send your full fee payment of \$100.00, a copy of your Sales Tax Certificate and a copy of your insurance certificate, if applicable. If you are a non-profit organization, please include a copy of the IRS determination letter. Fees and documentation must be received by September 15, 2011.

Thank you for your application. If you have questions or want more information, please call 352-357-8555 or email: [events@EustisMainStreet.org](mailto:events@EustisMainStreet.org) .