



2018 Corporate Vendor Application Festival Information & Guidelines

April 21 & 22 ↻ **Saturday & Sunday, 10am – 5pm**

Join us for the 18th annual LeMoyne Chain of Parks Art Festival. Be in front of 40,000 visitors at our two-day festival featuring fine art and local cultural experiences, gourmet foods, and live entertainment on the streets and the Chain of Parks in beautiful downtown Tallahassee, Florida.

- Booth space is limited. Applications will be accepted for review until **January 31, 2018**. If space is available late, applications will be considered with a \$25.00 late fee. Please note: acceptance of an application is not acceptance into the Festival.
- Applications will be reviewed for acceptance and notification of acceptance will be given via email and notifications of non-acceptance will be given via email/phone.
- Booth payment must be paid in full and included with this application. Payments will be refunded in full if the application is not accepted. A \$25.00 NSF (Non-sufficient funds) fee will be assessed for any returned checks.
- Booth cancellations are non-refundable after February 15, 2018. A \$50.00 administrative fee will be charged for cancellations prior to February 15, 2018. Refunds will be given within 30 days.
- Vendor fees will not be refunded if the festival must be cancelled due to inclement weather, acts of God, or any other circumstance deemed necessary by LeMoyne Chain of Parks Art Festival and city officials.
- Booth spaces are 10' x 10'. All booths are outdoors in The Village and are assigned based on vendor category.
- Booth set up begins at 5:30 pm on April 20, 2018. Booths must be set up by 8:30 am on April 21 and disassembled by 6:00 pm on April 22.
- All vehicles must be moved to designated parking by 8:00 pm on Friday, April 20 or they will be subject to towing from festival grounds.
- Chain of Parks Art Festival is held outdoors on city streets and in parks. Electricity is available for purchase for \$25.00 per plug (20 AMPS).
- An email indicating acceptance in the Festival will be sent out in March. Additional booth information, maps, permits, rules and regulations will be emailed in March.
- Vendors supply their own booth tables, chairs and small tents (no larger than 10x10).
- Vendor tents must be properly weighted down; stakes are not permitted.
- Payment can be made by check, money order, or credit card (Visa, Master Card accepted). Make checks and money orders payable to LeMoyne Chain of Parks Art Festival.
- All vendors must return a signed General Release Form with application including one witness signature (does not have to be notarized).

LeMoyne Chain of Parks Art Festival
125 N Gadsden Street, Tallahassee, Florida 32301
850-222-8800, www.ChainOfParks.com
Education@LeMoyne.org



Corporate Vendor 2018 Application

April 21 & 22 ↻ Saturday & Sunday, 10am – 5pm

Application Deadline: January 31, 2018

Mail to: LeMoyne Chain of Parks Art Festival, 125 N Gadsden Street Tallahassee, FL 32301

Application must include the following to be considered:

- Payment payable to LeMoyne Chain of Parks Art Festival
- Signed release agreement with witness signature

Contact Name: _____

Business Name: _____

Mailing Address: _____

Day Phone () _____ *Street* _____ *City* _____ *State* _____ *Zip* _____
 Cell Phone () _____

E-Mail Address _____

Please indicate # of booth spaces applying for:

_____ **(# of Booths) Corporate Space \$500.00**
Selling of items is prohibited

_____ **Electricity \$25.00 per plug (20 amps)**
X # of plugs needed

Please indicate what product/s you will be displaying or information you will be handing out. (Note: Water or other concessions may not be given away from your booth space)

Please remember, in fairness to all vendors at the Festival, you are not permitted to sell any art or other products. You are welcome to offer taste testing samples, information regarding your business, and marketing items.

What type of accommodations will you be using?

- Hotel/Motel
- Family/Friends
- RV/Camper
- Other _____

Special Needs: _____

Payment Information:

Visa/MasterCard # _____

Name as it appears on Credit Card _____

Exp/date _____ (3 digit number on card back) _____

Enclosed check made payable to LeMoyne Chain of Parks Art Festival in the amount of \$_____.

LeMoyne Chain of Parks Art Festival 2018
GENERAL RELEASE OF CLAIMS & HOLD HARMLESS AGREEMENT

LEMOYNE ART FOUNDATION, INC. does **NOT** provide liability insurance for the protection of persons, vendors, entertainers, merchants, organizations, spectators or others who participate in any **LEMOYNE ART FOUNDATION, INC.** event.

In consideration of participating in the Chain of Parks Art Festival, I, _____, an authorized representative of _____, do hereby release and forever discharge **LEMOYNE ART FOUNDATION, INC.**, its members, officers, employees, agents, servants, volunteers and sponsors from any and all actions, negligence, causes of actions, claims and demands, for any damage, loss or injury, which hereafter may be sustained by me or my organization in connection with or relating to any **LEMOYNE ART FOUNDATION, INC.** event.

This release extends to, applies to, covers and includes all known, unknown, disclosed, unforeseen, unanticipated and unsuspected injuries, damages, losses and liabilities, and the consequences thereof, notwithstanding the provisions of any state, federal, local or territorial law or statute to the contrary. Such provisions are hereby expressly waived.

It is further understood and agreed that my/my organization's participation in any LEMOYNE ART FOUNDATION, INC. event is not to be construed as an admission of liability or the assumption of any responsibility by **LEMOYNE ART FOUNDATION, INC.**, its members, officers, employees, agents, servants, volunteers and/or sponsors for any act or omission by me or any member(s) of my organization.

I hereby agree on behalf of my organization, its heirs, executors, administrators, and assigns to indemnify **LEMOYNE ART FOUNDATION, INC.** and its members, officers, employees, agents, servants, volunteers and sponsors, jointly and severally, and to hold them harmless from and against any and all actions, negligence, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may from any organizations participation in the LEMOYNE ART FOUNDATION, INC. event.

Furthermore, I agree that the venue for any claim or matter relating to this agreement shall be Leon County, Florida.

LEMOYNE ART FOUNDATION, INC., The City of Tallahassee and The Tallahassee Police Department reserve the right to remove any misrepresented or inappropriate material or persons from any LEMOYNE ART FOUNDATION, INC. event, including but not limited to, The Village. Non-compliance with Chain of Parks Art Festival's directive, rules and/or regulations will result in the forfeiture of my/my organization's booth and immediate closure by the Tallahassee Police Department and LEMOYNE ART FOUNDATION, INC.

(Name of Organization)

(Date)

(Vendor Signature)

(Witness) does not need to be notarized