

TUSCAWILLA ART PARK SERIES
VENDOR TERMS & CONDITIONS
APPLICATIONS DUE BY DECEMBER 1, 2024



EVENT DESCRIPTION

The City of Ocala presents the Tusawilla Art Park Series on select dates at the Tusawilla Art Park at 213 NE 5th Street, in downtown Ocala.

EVENT INFORMATION

Event Name: Tusawilla Art Park Series

The series takes place at the following dates and times.

Saturday, January 25, 10:00 a.m. – 5:00 p.m. – OTrak Chalk Walk

- Setup: 8:00 a.m. – 9:30 a.m. All vendors should be completely set up and ready to serve by 10:00 a.m.
- Seeking 3 food trucks and possible hot drink vendor
- Seeking community artisans, non-profits, crafts, and local vendors
- Day of outside chalk art, community vendors, and live performances art Tusawilla Art Park (213 NE 5th St, Ocala)

TERMS OF PARTICIPATION

It is the City of Ocala’s intent to provide a high quality, family friendly, home-town event atmosphere. As such, vendors and entertainers that further the city’s goal of providing a variety of merchandise and activities are more likely to be selected for participation. Participation in this event should be considered a privilege.

APPLICATION PROCESS

- **Applications submitted by mail must be postmarked by the deadline date and mailed to:** City of Ocala Cultural Arts, Attention: E. Parkman - TAPS, 201 SE 3rd St., 2nd Floor, Ocala, Florida 34471.
- **Applications submitted by email to:** artinfo@ocalafl.gov. Applications must be received by the deadline date identified above. Please title your email as follows: “TAPS – [Artist/Business Name]”. For questions, please contact 352-629-8447.
- The City will not give preferential selection to prior vendors nor will we use a first-come, first-served selection process. The highest quality vendors (judged by the proposed product offerings, booth space appearance and our knowledge of previous experience at city events) will be selected for participation.
- An application submittal **does not** guarantee acceptance into the event. Approval or denial will be based on event needs, space availability and variety of product offerings. The City reserves the right to request more information from a vendor as needed to judge the vendors suitability for participation in this event.
- Vendors must submit at least two, color photographs that must adequately portray product (menu), and the appearance of vendors booth.
- **A detailed list indicating products to be offered for sale or activities to be offered, price per item (if applicable) and photographs depicting all types of merchandise or activities must be included.**
- The City of Ocala reserves the right to make final decisions as to which products or activities may be offered by which vendors and the vendor approval letter will provide information as to the approved products or activities.

ARTISAN VENDOR (ARTISTS, ARTISANS, & CRAFT)

- Only high-quality, hand-crafted or original items are permitted for sale. No ‘buy and sell’ items are permitted to be presented as craft items. Commercial items which have been substantially altered by the vendor may be approved on a case-by-case basis.

- Vendor space is: **\$25 per event**
 - Vendor spaces include a 10x10 space with tent, one (1) table, and 2 chairs. (Tents are wind weighted and can have lighting as power permits. There are no tent fees for Artisan Vendors.)

NON-PROFITS

- All non-profit vendors can have an art activity or take-home art activity, at their booth for community participation. Your activity should be submitted with your application.
- Vendors applying as non-profits must provide proof of their non-profit status. (They must be registered non-profit organizations and have proof of their non-profit status on file with the City of Ocala and on site for inspection by the State at the event). Organizations that do not have non-profit status will be considered a commercial business and should request sponsorship package for review from artinfo@ocalafl.gov
- **Cultural Arts Organizations**
 - Non-profit cultural arts organizations are provided one (1) complimentary 10x10 space at Tuscowilla Art Park events.
 - If you do not provide your own tent, then you must rent a tent from the city for \$25 per event.
- **Non-Profit Organizations**
 - All other non-profits organizations are provided a 10x10 space for a fee of \$25 per event.
 - If you do not provide your own tent, then you must rent a tent from the city for \$25 per event.

BASIC VENDOR REQUIREMENTS & INFORMATION

- Tents are required for artisan and non-profit vendors. ***Vendors utilizing personal tents are required to have a solid non-flammable tent in a neutral color.*** No carport-type tents allowed.
- The entire booth (including tent, tables, displays, etc.) must fit into the 10'x10' space provided.
- Vendors must have an identification sign on their tent, table front, or tabletop. Signs must be of a professional quality and shall **NOT** be handwritten.
- For evening events, tent must be properly lighted with portable or electric lights, if electric is available.
- Vendors utilizing their own tents must have a plan for how they will secure/weigh down their tent to accommodate windy weather; however, staking into the ground, pavement and/or street is **prohibited**. The City recommends, at minimum, 15 – 20lbs weights for each of your tent legs.
- **Vendors may reserve more than one space (at the set fee per space); however, only one vendor can occupy that space (no two vendors can share one vendor space and no space may be sublet).**
- All vendors are responsible for providing their own supplies including, but not limited to, fire extinguishers, trash cans, trash bags, tables, and chairs (for vendor use only), lights, etc.
- Vendors are responsible for maintaining their booth and surrounding areas during and after the event.
- Vendors must dispose of all trash (cardboard boxes must be broken down). Booth space should be left clean after tear-down; no trash, trash bags, empty boxes, etc.
- Professional behavior and dress are required and will be determined at the sole discretion of the City of Ocala.
- Small radios are NOT allowed. Amplification equipment is NOT permitted at booths.
- Vendors must be present for the entirety of the event. **Early departure is considered cancellation of your participation in the event and could result in forfeiture of your participation in future city events.**
- Vendors are prohibited from smoking in their booth or outside of the designated event smoking area.
- Vendors are prohibited from having animals within the confines of the event, except for legitimate service animals as authorized by State Statute and ADA standards or those vendors that have animals in their approved exhibit.

- “Pushing” sales to passing customers is prohibited.
- Vendors are responsible for collecting and reporting sales tax on all sales.

TUSCAWILLA ART PARK SETUP INFORMATION

- The event venue has limited drive-in access and your space will be on grass. There are sidewalks leading to all vendor spaces within the Tuscawilla Art Park, however, you will be required to transport your tent/displays/products to your vendor space. Please plan accordingly. You are responsible for the transporting of your products and the setup of your booth.

FOOD, BEVERAGE, & SNACK VENDORS

The acceptance of your businesses participation in this event is contingent upon your agreement to comply with the following rules and regulations as stipulated by the City of Ocala, the Department of Business and Professional Regulations (DBPR) and Ocala Fire Rescue. For the protection of liability to yourself, sponsoring organizations and the City of Ocala, your vendor space, equipment, and tent/concession trailer will be inspected by the City of Ocala Fire Rescue and shall comply with local, state and federal fire codes and ordinances. If you have any questions about complying with food truck fire regulation, please contact the Ocala Fire Marshall at 352-629-8513. Failure to meet fire regulations, may disqualify you from the event.

- A Food Truck vendor space is: **\$25 per event**
- Food vendors are also permitted to have **ONE** “menu” board no larger than **4’ X 2’** which shall list the items for sale and cost of each item. Signs must be of a professional quality.
- Feather flags that are affixed to a food truck or that stake into the ground are **NOT** permitted.
- Signs that stake into the ground are **NOT** permitted.
- **ALL food vendors must provide Product Liability Insurance for sale or distribution of any products (i.e. food, beverages, etc.) at the event. Each vendor (an entity in the business of making a profit) must provide a certificate of insurance which provides for \$1,000,000 Product Liability Insurance and must name the city of Ocala as an Additional Insured.**
- Vendors who do not have an annual license through DBPR must apply for and purchase a temporary event license on site. For a copy of their requirements and guidelines, contact the DBPR at 850-487-1395.
- Vendors possessing a Florida DBPR issued license to sell food must bring their license to the event as proof for the DBPR inspector.
- Vendors must bring their driver’s license as proof of identification.
- Concession trailers are not accepted at Tuscawilla Art Park events.
- **Food Trailers must be dropped, and vehicles must be disconnected and parked in the vendor parking.**
- Food truck vendors must utilize generator power at this venue. There are not power outlets for food trucks at this location.
- Vendors are responsible for providing all needed supplies need to operate their business.
- Vendors found dumping, spilling grease/oil on the ground, or on any other area on event property, will bear the cost and responsibility of cleaning up the grease/oil and paying for any damage.
- Vendors who choose to sell beverages (water, carbonated or sports drinks) must sell Coca-Cola products as the city has an agreement with said company and any beverages sold at city events must be by our beverage provider, Cola-Cola. Point of contact for questions is Brian Stipsits at bstipsits@coca-cola.com
- Failure to meet requirements may lead to removal from the event and no refunds will be provided.

POWER REQUIREMENTS

- Electrical access is limited in Tuscowilla Art Park and cannot be guaranteed. Access will be on a case-by-case basis. There are only 110/120 outlets available at Tuscowilla Art Park.
- If pulling more electric than allowed, you will be instructed to minimize your electric needs to the point where you meet the electrical load allowed. If the problem cannot be addressed before the scheduled set-up completion time, you will be asked to disconnect and remove your display from the site and no refunds will be provided.
- Generators are required for Food Trucks and are only permitted for use by Food Trucks.
- Vendors must provide their own electrical cords and must ensure that these cords are no shorter than 100 foot in total length (One – 100’ cord or two – 50’ cords), adequately rated (12 gauge for 20-amp outlet) and UL approved for outdoor use. Frayed, spliced, or damaged cords will not be allowed. Vendors are responsible for either taping or matting electrical cords. All such matting and/or taping is subject to inspection and approval by the City of Ocala who may at city’s sole discretion require changes as necessary to meet safety standards.

PROMOTION

The City of Ocala Cultural Arts Division will create flyers/posters for event. Electronic versions of these flyers/posters will be made available to you for social media distribution. If you wish to print out posters, please do not post any flyers/posters (or any other type of advertisement) on any trees, posts, telephone poles, signage, buildings, cars, etc. as this is illegal. You may contact various businesses and ask if they will post the information within their business. All flyers, posters, handbills, advertisements, etc. promoting the event must receive prior written approval from the City of Ocala event coordinator prior to any posting/distribution.

- We encourage our event sponsors and vendors to promote their attendance at and involvement in the event. However, the following cannot be done by any vendor or sponsor:
 - Create/sell items bearing the event name or likeness.
 - Create/sell items bearing the event logo.
 - Use copywritten photos/materials as your own.
- Create events on Facebook (or any other social media/website) using official event name or logo.

However, links to the Ocala Cultural Arts page/event page and the city’s event webpage are permitted. Please contact the Ocala Cultural Arts at 352-629-8447 or email artinfo@ocalafl.gov for questions regarding digital or print marketing and for approved promotional materials.

CHECK-IN, SETUP AND BREAKDOWN

- Full setup information will be provided to you at least one week prior to the event. Setup information will include an unloading time for your organization or business. This time is to provide you access and assist in your expedient setup.
- **Please be on time.** Vendors must arrive for setup within the time frame allotted. Late arrivals will be noted and may result in your forfeiture of space without refund and/or denial of future involvement at City of Ocala events.
- Vendors must limit themselves to one vehicle within the event site, unload the equipment/product and remove the vehicle prior to set-up to designated vendor parking area.
- All unloading, and setup should be complete one hour prior to the event start time. Booths will be inspected at this time. Failure of these setup times could result in forfeiture of your vendor space.
- All vendors should be setup and ready to serve the public by 1 hour prior to the start of the event.
- Exhibits must be open and staffed for the entire duration of the event.

- **Vendors are prohibited from breaking down prior the conclusion of the event.** NO vehicles will be allowed into the event area until the event is concluded. Early breakdown is prohibited. Anyone found breaking down before the end of the event will not be able to participate in future events with the city of Ocala.

CANCELLATIONS

- Cancellation: Your business is an integral part of the overall experience of the event, and as such, the city is offering the opportunity to vend at the event. Completing an application constitutes your commitment to appear on the dates you select.
- If a written cancellation is made 30 days prior to the event, a full refund will be issued.
- Any other cancellations should be made no later than one week (7 days) prior to the date of your selected participation and no refund will be provided. Failure to make proper notification of your cancellation could result in a forfeiture of future participation at city events.

TUSCAWILLA ART PARK SERIES
VENDOR APPLICATION & CONTRACT APPLICATIONS
DUE BY DECEMBER 1, 2024

Vendor Name: _____

Contact Name: _____

Email Address: _____

Contact Phone(s): _____

Address: _____

PARTICIPATION DATES:

- OTrak Chalk Walk – Jan. 25, 2025

VENDOR TYPE:

- Artisan (\$25 per date)
- Food, Beverage, or Snack (\$25 per date)
- Cultural Arts Non-profit (Free)
- Non-Profit (\$25 per date)

INDICATE SETUP:

- I will be bringing my own tent.
- I would like to rent a tent for my participation dates. (\$25 per date)
- I request power at my location. (Power provided where available. Power is not guaranteed.)

FOOD VENDORS:

- I have included a copy of my State DBPR license and proof of insurance.

Provide the dimensions of your truck including tongue, awnings, etc., _____

Select Service Window Location: _____ Passenger _____ Driver _____ Back

NON-PROFIT VENDORS:

- I have included proof of my non-profit status

Please provide a description of your art activity. _____

PLEASE ATTACH A LIST OR MENU OF PROPOSED SALE ITEMS WITH YOUR APPLICATION.

RETURN COMPLETED APPLICATIONS TO:

- Email: artinfo@ocalafl.gov with subject title "TAPS – [Your Business Name]"
- Ocala Cultural Arts – 201 SE 3rd St. 2nd Floor, Ocala, FL 34471

VENDOR AGREEMENT

The vendor certifies that the information on the vendor application is a correct depiction of the services and products to be provided by the vendor at the event. The vendor understands that failure to follow application/vendor permit terms as described and stipulated herein will result in ineligibility for this and future events.

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VENDOR TERMS & CONDITIONS



GENERAL RELEASE

The undersigned, individually and/or on behalf of the company/organization, in consideration for the City of Ocala's permission to attend the Tusawilla Art Park Series does hereby discharge, release, indemnify and hold harmless the City of Ocala, its employees, agents and officers and all other sponsoring organizations from any and all manner of actions, suit, damages or claims whatsoever arising from any loss or damage to the person or property of the undersigned and the undersigned's employees, volunteers, representatives or agents while in possession of vendor space or participating in the Tusawilla Art Park Series.

I HAVE READ ALL THE RULES PERTAINING TO THIS APPLICATION/CONTRACT AND AGREE TO ABIDE BY THEM.

Signature of Vendor:

Printed Name:

FOR OFFICE USE ONLY

Date Received _____ Approved Denied Space Assigned _____

Notes: _____