

6th Annual ZoraFest VENDOR RULES AND REGULATIONS

THANK YOU FOR YOUR INTEREST IN PARTICIPATING IN ZORAFEST PLEASE READ CAREFULLY AND BECOME FAMILIAR WITH THE RULES AND REGULATIONS.

1. HOURS OF OPERATION:

ZoraFest shall operate Saturday, April 17, 2010, from 10:00 AM until 6:00 PM. Only extreme natural disasters will prevent ZoraFest from opening (hurricane, flood, fire, etc.) Vendors may start set-up at 8:00 AM, must be ready for the 10:00 AM opening and must remain until 5:30 PM closing. Vendors may begin taking their items down at 5:00 PM.

2. VENDOR EQUIPMENT AND SUPPLIES:

Each vendor is responsible for bringing, providing, and removing any and all equipment and supplies he or she require(s) to do business on the festival site. This includes signs, tables, chairs and electrical equipment. All equipment must be in new or near new condition. Only 2 tables are allowed for space operations. Table must have clean appropriate coverings. No generators are allowed; in addition, all electrical equipment must be approved by the festival manager and cannot pose a hazard to the festival, vendors or customers. Festival manager must inspect cooking equipment before use and vendor must have proper utensils in prime operating condition, while observing all health regulations. All food vendors must have safety equipment (fire extinguishers, etc.) with proper inspection dates. All vendors are encouraged to acquire tents or umbrellas for spacing area.

3. SIGNS:

Vendors must have a sign displayed for advertisement of products. All signs must remain within the allotted vendor's exhibit space and must not block traffic or pedestrian entrances and exits. Signs cannot interfere with the vendor's displays or views.

4. EXHIBIT SPACE:

Exhibit space dimensions are 10' X 10'. Festival management has full authority to assign exhibit space. Requests for particular spaces will be given consideration, but management reserves the right to assign and locate all

vendors.

Festival space will be assigned on the day of payment receipt, provided it is not the day of the festival opening, then the vendor will be assigned to spacing that is available. Please sign up early.

Assigned exhibit space must be occupied by festival opening time. Exhibit space not occupied by opening time may be reassigned to another vendor.

Sharing is not allowed for unlike products; for instance, retail clothing and cooking cannot be combined in the same spacing. Management must approve sharing before setup and opening.

All products must be sold, displayed and stored from a surface a minimum of 2 feet above the ground. Vendors may utilize tables, shelves, cases and other structures for display purposes. These structures cannot interfere with the safety and operations of the festival.

5. PRODUCT TYPE AND ITEMS:

Only brand new items will be allowed for retail sale at the festival. No items that are considered yard sale or used will be permitted at the festival. Craft items will be allowed. Fresh produce, plants and flowers, baked goods, preserves, meats, fish, breads and other food items (cooked or uncooked) may be sold. No alcoholic beverages, sexually explicit or vulgar language and materials will be allowed on premises. Please observe that the ZoraFest Committee is encouraging families to visit and shop. No glass containers will be allowed for sale. The Friends of the Library have the exclusive right to sell books on or written by Zora Neale Hurston. No other vendor may sell Zora related books since the Friends is one of the festival's major sponsors.

6. BREAKDOWN AND CLEAN-UP:

Vendors are responsible for removing all garbage from their exhibit space area. Exhibit areas are to be left in the same condition as when rented. Break-down starts at 5:00 PM and must be completed and the site vacated by 7:00 PM.

7. VEHICLE PARKING:

Vendors are to park in the vendor parking area after unloading. Vehicles cannot be utilized for display of items or for conducting sales.

8. PAYMENT AND FEES:

Fees are to be paid prior to the festival opening. Cost of the exhibit space is \$25.00 for art, craft, book and clothing vendors, \$50.00 for food vendors,

and \$10.00 for non-profit vendors. Checks and money orders are to be made payable to ZNH Florida Foundation. All organizations, companies, groups and individuals are required to pay exhibit space fee. No refunds will be given. Vendors are responsible for collecting and remitting their own sales tax.

9. RULES ENFORCEMENT:

The festival manager is responsible for enforcing the festival rules. Vendors selling prohibited items will be asked to remove those items from sale or leave the festival. No reimbursement will be given.

10. LIABILITIES AND INSURANCE:

Vendors are encouraged to consider obtaining individual liability insurance for products and exhibit space. Each vendor or purveyor at the festival agrees to waive any and all liability claims and demands against Lincoln Park Academy and the ZoraFest committee, their agents and/or employees, City of Fort Pierce and its entities, that may arise from incidents or injuries occurred while a participant of the festival operations. Vendors are expected to abide by all federal, state and local licensing laws and to obtain and post all applicable licenses.

11. AUTHORITY:

ZoraFest Committee reserves the right to make and revise the rules, decisions, and fees as they deem fit for operation of the festival.