



TBCGF, Inc.
Tampa Bay Collard Green Festival
Vendor Packet
2018

The event with the funny name, the **Tampa Bay Collard Green Festival** in partnership with the Dr. Carter G. Woodson African American Museum is coming to the Deuces Corridor on **Saturday, February 24, 2018!** The mission of this “block party” style festival is simple:

“To inspire healthier communities through urban agriculture, culinary experiences, nutritional education, fitness, and family fun.”

The Tampa Bay Collard Green Festival, Inc (TBCGF, Inc.) is a 501(c)(3) charity invested in the overall health and well-being of Tampa Bay. We endeavor to bring a balanced mix of resources, education and assistance together in a fun and meaningful way.

Collard Green Festivals are on the rise nationwide however this one has a unique twist!

... From fresh produce, plant cultivation, exploring diverse cooking methods, to dietary enlightenment and so much more, TBCGF embodies a communal and holistic focus towards living healthier lifestyles! Consider partnering with TBCGF, Inc., where **“We Love Greens!”**

Note: The Tampa Bay Collard Green Festival is a RAIN or SHINE event.

Rules and Procedures

This manual serves to provide the TBCGF policies, rules, and procedures. The management of the TBCGF, Inc. reserves the right to interpret and apply these policies, procedures and rules, as it deems appropriate in the best interest of the public and furtherance of the TBCGF, Inc. statutory duties.

General Information: Management of the TBCGF, Inc. reserves the right to amend, add to and interpret the following Rules and Regulations; and to finally settle and determine all questions and differences with respect thereto, arising out of, connected with or incident to the festival.

Credentials: All vendors will be required to present proper credentials before setting up at the festival. Vendors must be licensed and have proper paperwork ready to present to before and on festival date.

Pets: No pets are permitted within the exhibit spaces. Only service animals are permitted within the confines of the festival. For outdoor Vendors/exhibitors/concessionaires, you are responsible for the conduct of the service animal and must keep the animal on a leash or harnessed always.

No golf carts nor similar vehicles are permitted.

Photography: Photographers identified as official Tampa Bay Collard Greens Festival Photographers may be contacted through the TBCGF administration. TBCGF, Inc. retains all rights whatsoever to all photographs, video, and surveillance of festival events. Commercial photography/ filming done by anyone not officially identified is prohibited.

Hours of Operation & Move-out: The Tampa Bay Collard Green Festival will operate between the hours of 9 A.M. to 4 P.M. Vendors can begin setting up their booth at 8 A.M. with the festival officially opening at 9 A.M. The festival ends at 4 P.M. (The KidZone ends at 3 P.M.) with the main thoroughfare (22nd Street South) opening back up to traffic at 5 P.M. Vendors must have their area cleared by 4:30 P.M.

Cleanliness: We take the appearance of the festival grounds seriously and all vendors are responsible for keeping their booth and area immediately adjacent to them clean and trash free. Vendors are responsible for the proper disposal of trash generated and the thorough cleanup of assigned area(s) at the end of the festival.

Contracts: Every individual or company doing business during the festival must have a written, executed application and provide proof of required general liability insurance with a certificate of insurance from their insurer. TBCGF, Inc. reserves the right to cancel all contracts of whatever kind by public notice, should an act of providence, war, riot, fire, flood, storm or pestilence prevent the holding of the festival. In the event of conflict between these rules and written contracts, the latter will take precedence.

License-Permits: Food concessionaires are required to display a valid license from the State Hotel/Restaurant Division and a valid Health Department Inspection Permit. Information can be found at http://myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html. All other concessionaires should display valid, individual vendor licenses.

VENDOR POLCIES

Payment of Space Charges: Vendor booth prices are indicated below. Payment in full is due at the time an application is submitted, to pay online click [HERE](#). You may also use the Credit Card Authorization Form below. For “Day Of” vendor space approval*, contact us at Samantha@tampabaycollardgreenfestival.org.

Vendor Booth Prices:

Concession Booth (Merchandise)	\$100
Farmer Market Space	\$100
Wellness Booth w/ Presentation	\$100
Food Concession	\$100
Beer & Wine Vendors	\$100

For Non-Profit Community Service Providers, email contactus@tampabaycollardgreenfestival.org or call 727.219.1781 for special rates

Make all checks and money orders payable to Tampa Bay Collard Greens Festival

Presentation & Set up of booths:

Vendors will be provided a 10x10 foot tent, 2 tables, and 2 chairs and electricity upon request (see form). Set up is at 8 A.M. and disassembling of booths must start at 4 P.M., leaving the contracted space as found. All displays must be visually attractive, well-organized, and sufficiently staffed. All display items and products to be sold or distributed must fit within the contracted vending space. All prices must be posted and in plain view for festival goers. Vendors selling food will be expected to abide by St. Petersburg health guidelines and have a valid food license (See above).

Please No handmade signs unless they are tastefully done (Typed or neatly printed).

Conduct of Vendors/Exhibitors/Concessionaires: Each vendor is expected to deal honestly and fairly with the public and any attempted fraud, deception, or misrepresentation will be considered sufficient cause for revoking the Vendor Agreement. Vendors are required to exhibit a customer friendly attitude and excellent customer service. Negative attitudes, excessive, unfounded complaining, or abuse language are not welcomed and will not be tolerated. Vendors may not discredit others. Vendors are totally responsible for the safety of all accompanying children. Alcoholic beverages (beer or wine) are not permitted in concession booths other than Beer & Wine Vendor booths with proper licensing and liability insurance naming TBCGF Inc. as additional insured. No Smoking in booths. All vendors must confine activities to the area within the limits of the space allotted to them. Violations may result in immediate termination of the contract. Vendors may advertise or distribute approved products or literature only from their own exhibit space. Materials must be in good taste, and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar.

Demerits: The festival staff will make periodic inspections of the booths. Any time a deficiency is noted, a demerit notice will be attached to the booth. Three demerit notices may be grounds for the Vendors to not return the following year or (depending on the seriousness of the situation) may be grounds to shut down the concession immediately. Such determination will be at the sole discretion of the TBCGF, Inc. Possible reasons for demerit notices are failure to meet the cleanliness requirements, booth not open on time, closed early, dirty, sound too loud, non-compliance with any rule in this manual etc.

Sound Use: TBCGF is a family friendly event! All extraordinary loud or obnoxious sounds including music is not permitted from a concession or exhibit area unless advance written permission is granted by the TBCGF staff. If sound is allowed, it must be of such a nature to not cause annoyance to other vendors. A second warning will result in removal of the sound apparatus from the exhibit or termination of the Vendor Agreement.

CREDIT CARD AUTHORIZATION FORM

Complete the information requested below and return this with the Vendor Agreement Form.

For your convenience, we will use this authorization form to charge your credit card. TBCGF, Inc. at their option will charge a 2.5% processing fee on all credit cards transactions. Signing this form will authorize TBCGF, Inc. to charge all fees unless otherwise indicated below. To avoid this fee, pay online: **[CLICK HERE TO PAY](#)**

CHOOSE TYPE OF VENDOR SPACE BELOW

- | | |
|-----------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Concession Booth (Merchandise) | <input type="checkbox"/> Food Concession |
| <input type="checkbox"/> Farmer Market Space | <input type="checkbox"/> Beer & Wine Vendor |
| <input type="checkbox"/> Wellness Booth with Presentation | <input type="checkbox"/> Community Service Provider (See below) |

CREDIT CARD TYPE American Express Discover Master Card Visa

Card Number

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Expiration Date: _____ Security Code: _____

Cardholder's Name/Company: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Authorized Signature Required: _____

VENDOR AGREEMENT FORM

I hereby acknowledge that I have received a copy of the 2018 Tampa Bay Collard Green Festival, Inc. Vendor’s Manual and understand that it is my responsibility to abide by all policies and procedures. I understand and acknowledge that this signed document along with payment becomes the Vendor Agreement between myself or Business and TBCGF Inc.

CLICK HERE TO PAY

Or mail completed form and payment to:

TBCGF, Inc. P.O. Box 12794, St. Petersburg, FL 33733

REQUESTING	TABLES (2 MAX)	CHAIRS (2 MAX)
	ELECTRICITY (Y/N)	

Contact Name (Type/Print): _____

Business Name: _____

Address: _____

Email: _____

Phone: _____

Signature: _____

Date: _____