

FISHIN' WITH A MISSION FAMILY FESTIVAL

Food Vendor Additional Information

FOOD VENDORS ONLY

I) Please fill out the following information completely and accurately. Attach additional pages as needed. List all menu items to be served at the Family Festival. Call (850) 623-4507 if there are any changes to the menu. No menu changes will be accepted after **April 3, 2009**.

Menu Item 1) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Menu Item 2) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Menu Item 3) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Menu Item 4) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Menu Item 5) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Menu Item 6) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Menu Item 7) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Menu Item 8) _____

This item will be prepared on-site at festival

This item is for resale and is prepackaged by a distributor

Food & Beverage Policy: If you plan on having food available, you will need to comply with all Federal, state, and local laws and regulations (see below). **United Way of Santa Rosa County has exclusive sales on all cold beverages. Vendors are responsible for their own ice.**

II) Please see A) or B) to determine if further action is necessary.

A) If you checked “ This item will be prepared on-site at festival” to any of the Menu Items above, please contact the Florida Department of Business & Professional Regulation access the proper permits and state regulations:

- Division of Hotels & Restaurants – (850) 487-1395
- Vendors must notify the Division of Hotels & Restaurants 7-10 days prior to the event for review and schedule an inspection before any food is sold.
- Please note that vendors must possess the proper license or permit that must be available upon request at the festival:
 - o 1-3 day event license - \$91
- Please see the **Guide to Temporary Food Service Events** available at www.MyFloridaLicense.com/dbpr/hr for a complete list of regulations.

B) If all Menu Items are prepackaged by a distributor for resale, no further action or permits are required. If you have any questions about regulations, please contact the Department of Agriculture and Consumer Services:

- Division of Food & Safety – (850) 488-0295

[This application is also available on our web site: www.unitedwaysrc.org. For more information, please contact Marianne at (850) 623-4507 or e-mail marianne@unitedwaysrc.org.]

FISHIN' WITH A MISSION FAMILY FESTIVAL

Rules & Vendor Information

(Please read these rules and keep this information for your records)



United Way
of Santa Rosa County

Family Festival Rules

No alcohol, tobacco, fireworks, pornographic material, weapons or drug-related items will be sold. All artwork and merchandise must be appropriate for family viewing. Participants will adhere to the Festival opening and closing times set by United Way. Participants will not move to another location without United Way of Santa Rosa County staff member's permission. Participants must sell only from their designated space. Participants are responsible for the construction, removal and clean-up of their own booth in accordance with fire codes. All vendors will comply with federal, state, and local regulations and are responsible for any and all necessary insurance and permits. United Way of Santa Rosa County is not liable for accidents, damage or theft. A fee of \$35 for craft/merchandise/business vendors, \$25 nonprofit vendors (information only) and \$50 for food vendors must be received with application upon submission. These fees will cover the cost of one 10'x10' space without electricity. If additional space is needed, vendors may purchase more than one space. Vendors must comply with all city policies, including those that prohibit alcohol at the event.

United Way of Santa Rosa County will be the sole vendor for all cold beverage sales.

The vendor application form must be completed with specific information as to the type of items being sold, promoted or displayed. This will help avoid duplications and competitive items being located in the same area. Space will be allocated on a first-come, first-serve basis. Reservations will be made only on receipt of completed application form and payment of fee. If your application is accepted, no refunds will be awarded for any cancellation or inclement weather.

All vendors must have a readily visible United Way of Santa Rosa County donation jar (provided by United Way) placed at your vendor station. Donations will be picked up by a United Way of Santa Rosa County staff member between 7:45-8 p.m.

Set-Up & Tear-Down Times

The Fishin' with a Mission Bass Tournament & Family Festival will take place on Saturday, April 11, 2009 in downtown Milton, FL. Vendors may begin booth set-up at 7 a.m. and are to have their booths ready by 9 a.m. **Food booths should be ready for inspection and must contact the Florida Dept of Business & Professional Regulations (see below).** All vendors must park in designated vendor parking area. Please do not park on or around booths and walkways. You will receive a parking pass upon application approval. Please do not break down your booth and leave before the festival closes at 8 p.m. No booth substitutions will be accepted and no selling of merchandise that has not been included on the vendor application (see page 1).

Special to Food Vendors

Food & Beverage Policy: If you plan on having food available, you will need to comply with all Federal and state laws and regulations, including the Florida Department of Business & Professional Regulation's requirements (please see page 2 of application). United Way of Santa Rosa County has exclusive sales on all cold beverages. All food booths MUST BE INSPECTED by an officer of the Florida Department of Business & Professional Regulation before any sales may be made.

If you will be preparing food items to be sold at the festival, please contact the Florida Department of Business & Professional Regulation to find out how you can obtain the proper permits and learn about state regulations:

- Division of Hotels & Restaurants – (850) 487-1395
- **Vendors must notify the Division of Hotels & Restaurants 7-10 days prior to the event for review and schedule an inspection before any food is sold**
- Please note that vendors must possess a license or permit that is available upon request:
 - 1-3 day event license - \$91
- Please see the **Guide to Temporary Food Service Events** available at www.MyFloridaLicense.com/dbpr/hr for a complete list of regulations.

If all Menu Items are prepackaged for sale, no further action or permits are required. If you have any questions about regulations, please contact the Department of Agriculture and Consumer Services:

- Division of Food & Safety – (850) 488-0295

Application Submission

Submission of the vendor application for review does not imply that you have been accepted to participate in the Family Festival. If you are not accepted for the 2009 Festival, your money will be refunded. Vendors are reviewed on a first-come, first-serve basis with emphasis on vendor diversity. You will be notified via telephone if you have been accepted. A completed application is a contract to exhibit, if accepted.

[The Fishin' with a Mission vendor application is available on our web site: www.unitedwaysrc.org. For more information, please contact Marianne at (850) 623-4507 or e-mail marianne@unitedwaysrc.org.]