



JUNIOR LEAGUE OF SOUTH BREVARD, INC.

Women building better communities®



32nd Annual Festival of Trees: Vendor Application

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Preferred Phone: _____ E-mail: _____

Weekend Phone # (We may need to reach you for last minute details!) _____

Detailed description of goods: _____

Venue: The Courtyard at the Oaks (1800 West Hibiscus Blvd., Suite 108, Melbourne, FL 32901)

Event Date: Saturday November 19, 2016 9am – 5pm

Applications must be submitted with the following by November 4th, 2016:

- 2-page application
- Hold Harmless Agreement (available on www.jlsb.net)
- (3) Hard copy photos of your merchandise/display (photos will not be returned)
- Full payment (check or credit card information below)
 - Check payable to “Junior League of South Brevard, Inc.” or “JLSB”
 - Credit Card (VISA or MasterCard only)
 - Card Number: _____
 - Expiration: _____
 - Security Code: _____

Please note, vendors will be located outside for Festival of Trees. Once application accepted, fees are non-refundable under any circumstance. Applicants will be notified of acceptance by November 4th, 2016. Payment will not be processed until then. If not selected, check will be returned.

Signature: _____ Date: _____

Return To:

Junior League of South Brevard, Inc.
Attention: Festival of Trees Committee
1501 Avocado Ave. Suite 2
Melbourne, FL 32935

For Information:

Phone: 321-610-8950
Fax: 321-622-2728
www.jlsb.net
fot@jlsb.net

32nd Annual Festival of Trees: Vendor Categories

Please see attached map of venue in order to visualize set-up. Vendors are encouraged to visit the site prior to submitting their application. Please rank your booth space in preference (1st through 3rd). We have a limited amount of each type of booth space and if accepted, assignment will be based on the date the application was received by JLSB. Vendors will be notified of acceptance on November 4th, 2016. Please note: tents, tables, and electrical access MUST be provided by the vendor and MUST fit within the designated vendor space.

Rank top 3	Vendor Space	Space	Fee	Additional Information
	A	5' x 13'	\$75.00	Maximum of 1 worker at any given time
	B	6' x 15'	\$150.00	Maximum of 2 workers at any given time
	C	10' x 10'	\$150.00	Maximum of 2 workers at any given time
	D	10' x 10'	\$150.00	Maximum of 2 workers at any given time
	E	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	F	10' x 10'	\$150.00	Maximum of 2 workers at any given time
	G	10' x 10'	\$150.00	Maximum of 2 workers at any given time
	H	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	I	10' x 10'	\$150.00	Maximum of 2 workers at any given time
	J	11' x 13'	\$175.00	Maximum of 2 workers at any given time
	K	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	L	11' x 8.5'	\$150.00	Maximum of 2 workers at any given time
	M	9' x 9'	\$150.00	Maximum of 2 workers at any given time
	N	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	O	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	P	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	Q	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	R	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	S	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	T	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	U	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	V	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	W	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	X	4' x 8'	\$75.00	Maximum of 1 worker at any given time
	Y	6' x 16'	\$150.00	Maximum of 2 workers at any given time
	Z	6' x 10'	\$100.00	Maximum of 2 workers at any given time

32nd Annual Festival of Trees: Vendor Information

Festival of Trees Rules and Regulations

- Upon paying the fee stated above, VENDOR collects all profits from sales during the one-day event.
- VENDOR is responsible for paying all applicable sales taxes to the state of Florida for any sales made during the Event.
- JLSB reserves the right to refuse any VENDOR based on merchandise/theme if deemed inappropriate for the FOT patrons.
- Participating VENDORS may be featured in promotional materials. JLSB Public Relations committee will seek vendor's approval before using their name, likeness, graphic etc.
- JLSB reserves the right to move or adjust displays as deemed necessary.
- Booth workers must sign-in at volunteer check in. The number of workers allotted is outlined by vendor type above.
- Set up times are listed below. VENDOR is responsible for staffing their booth during the entire event. The vendor schedule for Saturday November 19th is as follows:
 - 6:00 am to 9:00 am → Vendor set-up (check-in will start promptly at 6:00 am)
 - 9:00 am to 5:00 pm → Marketplace open
 - 5:00 pm to 9:00 pm → Vendor clean-up (break down will not begin until after 5:00 pm)

Display Guidelines/Vendor Responsibilities

- No electrical access will be provided. Please provide your own power source and equipment but note that generators will not be permitted.
- Provide any necessary tools, equipment, grounded (3-prong) extension cords or power strips, tents, tables, or chairs needed for display set up. Must fit within pre-determined space.
- All tables must be covered by a fabric table covering that reaches the floor. No items may be visible under the tables.
- Maintain booth free of debris, boxes and trash at all time, including taking full trash bags out to trash site provided.
- If signage is used, it must have a professional appearance.

PLEASE NOTE: VENDORS are to direct all communications regarding Festival of Trees to the JLSB, not The Courtyard at the Oaks.