



**JUNIOR LEAGUE OF  
SOUTH BREVARD, INC.**

*Women building better communities®*



## 34<sup>th</sup> 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: Viera Regional Park Community Center (2300 Judge Fran Jamieson Way, Melbourne, FL 32940)

Event Date: Saturday, November 17, 2018 9am – 5pm

**Applications must be submitted with the following by Friday, November 2, 2018:**

- 2-page application
- Hold Harmless Agreement (available on [www.jlsb.net](http://www.jlsb.net))
- (3+) Photos of your merchandise/ display
- 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: \_\_\_\_\_

**Once application accepted, fees are non-refundable under any circumstance. Applicants will be notified of acceptance on or before Saturday, November 3, 2018. Payment will not be processed until vendor is notified. 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: 615-686-4431

[www.jlsb.net](http://www.jlsb.net)  
[fot@jlsb.net](mailto:fot@jlsb.net)

## 34<sup>th</sup> Annual Festival of Trees: Vendor Categories

Vendors are encouraged to visit the site prior to submitting their application. Vendors will be notified of acceptance on or before November 3, 2018. Please note: tents, tables, and electrical access MUST be provided by the vendor and MUST fit within the designated vendor space.

<b>Selection</b>	<b>Price</b>	<b>Size</b>	<b>Details</b>
	\$100.00	4' x 8'	Non- Food, maximum of 1 worker at any given time
	\$175.00	10' x 10'	Non- Food, maximum of 2 workers at any given time
	\$200.00	Food Trucks Only	To be parked outside in the parking lot outside the Festival of Tree event.

# 34<sup>th</sup> 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.
  - Vendors are asked to setup on Friday, November 16<sup>th</sup> between 4:30 and 6:30 pm. Vendors may set up on Saturday but will not have access to the building until 8 am.
  - The vendor schedule for Saturday, November 17<sup>th</sup> is as follows:
    - 9:00 am to 5:00 pm Marketplace open
    - 5:00 pm to 7:00 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, 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 Viera Regional Park Community Center