



# Pelican Island

PRESERVATION SOCIETY

October 1, 2017

*Dear Returning and Potential Food Vendor:*

The City of Sebastian's Riverview Park will again come alive with wildlife, music, water activities, food, families and laughter from 10 a.m. until 4 p.m. on **Saturday, March 3, 2018**, as we celebrate the *26<sup>th</sup> Annual Pelican Island Wildlife Festival*.

This one-day event has grown to become the largest environmental event in Indian River County, attracting several thousand visitors seeking information about our area's natural resources, environmental education opportunities for kids and outdoor recreation opportunities within the Indian River Lagoon region and at the Pelican Island National Wildlife Refuge. With over 70 environmental exhibitors and children's games and activities, there is something for just about anyone! **WE ARE ASKING THAT YOU PROVIDE ONE OL' TIME FLORIDA ITEM.**

Pelican Island Preservation Society (PIPS) will be providing water in coolers around the park; all other beverages (no water but pop/soda, teas and freshly prepared lemonade shake-ups, i.e.) and specialty-type drinks are allowed to sell per approval of the Festival Committee. Enclosed you will find all the necessary details for becoming a food vendor. Please review carefully, complete and return the vendor application packet **no later than February 16, 2018** to qualify for early registration. For your records, please keep the vendor rules and regulations and take note of deadlines, policies and contact numbers included.

We look forward to working with you as we anticipate another successful community event! Please feel free to contact PIPS at 772-766-4526 or [info@firstrefuge.org](mailto:info@firstrefuge.org) with any questions or concerns.

Sincerely,

Steve Massey  
Food Vendor Coordinator, Pelican Island Wildlife Festival Committee

*Enclosures:*

- Rules and Regulations
- Food Vendor Application

# 2018 Food Vendor Rules and Regulations

The Pelican Island Wildlife Festival committee thanks you in advance for your compliance.

## LOCATION

The event is located at the City of Sebastian's Riverview Park at 600 US Highway 1, Sebastian, FL 32958.

## DATE AND TIME

The event takes place on Saturday, March 3, 2018, from 10 a.m. to 4 p.m. Event vendors are expected to sell food for the entire duration of the event.

## VENDOR RULES

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### APPLICATION PROCESS

All applications will be date and time stamped in the order that they are received. Please be aware that exclusive food items will be issued at the discretion of the Festival Committee. **Application packets must be received by Friday, February 16, 2018, to qualify for early registration.** Vendors will be notified shortly thereafter of their selection. Only one vendor is allowed per space. Display of items is limited to those named on the application.

### VENDOR SPACE

**Due to changes required by the City of Sebastian, vendor spaces will be on paved surfaces** and are sold in 10' x 10' / 10' x 20' / 10' x 30' increments with 220-volt electricity available. You must provide your own tent, tables, chairs, extension cords, trash containers, bags, etc. Vendors must use power from their booth space only and extension cords are not to cross public sidewalks. Please come prepared for windy/foul weather. Vendors must stay within their booth space; soliciting outside of your booth space is prohibited.

### TENTS

Due to the potential for wind at Riverview Park, all vendors are required to secure tents. **Due to changes required by the City of Sebastian, stakes are not allowed in the ground in the park, or on paved surfaces. Please secure tents with straps, sandbags, weights, or other means that does not deface or damage public property.** Pelican Island Preservation Society (PIPS) does not assume any liability for damage or injuries incurred by wind-carried vendor tents.

### FEES/SALES

In order for us to cover the increasing costs of producing this event, each food vendor is responsible for a booth space fee (see attached application for specific fees). All profits from the event cover event expenses first and then help fund on-the-ground projects at Pelican Island National Wildlife Refuge.

### LICENSES/PERMITS

Vendors are required to bring the proper state and local business licenses, food vendor licenses and liability insurance and comply with all Florida Department of Agriculture & Consumer Services regulations and requirements. Please expect officials to be on-site inspecting for proper credentials. Each vendor is responsible to comply with rules and regulations for reporting and remitting the 7% sales tax to the State of Florida.

### CHECK-IN/SET-UP/PARKING

Check-in will begin on Saturday, March 3 at 7:00 a.m. Approved food vendors will be given their space assignment at that time. Parking spaces immediately adjacent to Riverview Park on the north side (Sebastian Blvd.) is the location for this year's food vendor vehicle setup. **(vehicles are not allowed in the park)** Once checked in and unloaded, please move your tow/support vehicles to the lot across the street and behind the Speedway gas station. Portable type vending equipment will be allowed to set up within the park, but cannot be

towed in with a vehicle. Food vendors are required to display menu boards at their booth with prices clearly marked.

### **BREAKDOWN/CLEAN UP/TRASH DISPOSAL**

Breakdown is no earlier than 4 p.m. All booth spaces are to be left clean and in the condition in which they were found. Bags of trash are not to be left in your booth space for others to deal with at the conclusion of the event. Grease drippings must not collect on the ground and used grease must be disposed of. *This is a litter free event!*

### **EXCLUSIVE FOOD ITEMS**

Each vendor will be limited to particular food items as determined by the Festival Committee to avoid duplication of items being sold. Please make sure to list your top five food item requests in order of priority on your application. The sale of alcohol and water by vendors is prohibited; we will, however, allow the sale of beverages like pop/soda, teas and freshly prepared (i.e., lemonade shake-ups) and specialty-type drinks.

### **ADDITIONAL RESTRICTIONS**

- No pets, balloons, personal alcoholic beverages and/or smoking in the park.
- Vehicles are not permitted in your assigned booth space area except for unloading.
- Public trash and recycling receptacles are for visitors only.
- Do not leave valuables left unattended. PIPS does not assume responsibility or liability for theft, damage, or other loss of vendor's property and possessions.

### **MISCELLANEOUS**

PIPS reserves the right to refuse any application and dismiss any vendor before and during the event at our discretion. Inclusion in the event will be confirmed once your application has been reviewed and processed. For additional questions, please call:

**Steve Massey:**

Phone: 772-766-4526  
E-mail: info@firstrefuge.org  
Website: www.firstrefuge.org

**Friday and Day of Event:**

Phone: 772-766-4526

### **VENDOR CHECK-LIST**

Please make sure the following is included in your returned application/packet:

- \*Completed vendor application,
- \*Copy of current food vendor license, and
- \*Copy of current liability insurance certificate.

**Applications must be received by Friday, February 16, 2018 to qualify for early registration fee.**

**Mail application to:**

Pelican Island Wildlife Festival  
P.O. Box 781903  
Sebastian, FL 32978-1903

**Food Vendor Application**  
**Saturday, March 3, 2018**  
**10 a.m. – 4 p.m.**  
**Riverview Park, Sebastian, FL**

**THIS APPLICATION PACKET, FORM AND PAYMENT MUST BE RECEIVED BY February 16, 2018 TO GUARANTEE A SPACE AND TO HAVE YOUR NAME INCLUDED IN THE EVENT PROGRAM.**

Please indicate booth size: \_\_\_\_\_ 10' x 10' booth space: \$100/space (\$125/space after 2/16/18)  
\_\_\_\_\_ 10' x 20' booth space: \$175/space (\$200/space after 2/16/18)  
\_\_\_\_\_ 10' x 30' booth space: \$225/space (\$270/space after 2/16/18)

**ALL FIELDS REQUIRED**

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Main Contact Phone:** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

I, \_\_\_\_\_, agree to hold harmless Pelican Island Preservation Society, Inc, (PIPS), and its directors, officers, employees, representatives, agents, successors and assigns from and against any and all claims and/or liabilities, or anyone else for any injuries or illnesses whatsoever, including without limitations, injuries to my person and/or property arising out of or incident to any participant in the Pelican Island Wildlife Festival.

By sending in, I agree to comply with all the rules and regulations included in this packet.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**In order to prevent duplication of food items served, please list food/menu items you are applying to serve in order of priority:**

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**Mail to:**

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