CALLING FOOD VENDORS!!!

2020 PELICAN ISLAND WILDLIFE FESTIVAL
Saturday, March 7, 2020
10a.- 4p.
Riverview Park, Sebastian

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 7, 2020, as we celebrate the 28th Annual Pelican Island Wildlife Festival.

This one-day event has grown to become the largest environmental event in Indian River County, attracting thousands of visitors seeking information about our area’s natural resources, environmental education opportunities for kids and outdoor recreation both around the Indian River Lagoon and at the 5,400-acre Pelican Island National Wildlife Refuge, the nation’s first national wildlife refuge! With over 70 environmental exhibitors, children’s games, wildlife presentations and craft vendors, there is something for all ages.

PLEASE JOIN US!

With this letter, you will find all the necessary details for confirming your participation. Please review carefully, complete and return the vendor application packet no later than February 21, 2020. 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! For more information, please contact us at 772-202-0697 or info@firstrefuge.org.

Sincerely,

Ginny Blossom and Lorna Thibeault,
Co-Chairs, Pelican Island Wildlife Festival

Included:
- Rules and Regulations
- Food Vendor Application
2020 Food Vendor Rules and Regulations

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 places on Saturday, March 9, 2020, from 10 a.m. to 4 p.m. Vendors are expected to sell food for the duration of the event.

VENDOR RULES

APPLICATION PROCESS
All applications will be date and time stamped in the order received. Exclusive food items will be approved at the discretion of the Festival Committee. Space will be provided on a first-come, first-served basis to approved vendors. Application packets must be received by Friday, February 21, 2020. Vendors will be notified shortly after the receipt of their application whether they have been approved to participate in the festival. Display of items is limited to those named on the application.

VENDOR SPACE
Vendor spaces for food trucks will be located on paved surfaces on the north side of the park. Compact portable food vending equipment (e.g. small popcorn stands, handcarts, etc.) is allowed within the park. Spaces are provided in 10’ x 10’ / 10’ x 20’ / 10’ x 30’ increments with 220-volt electricity available. You must provide your own tent, tables, chairs, extensions 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. Stakes are not allowed in the ground in the park, or on paved surfaces. Tents must be secured with straps, sandbags, weights, or other means that do not damage public property. Pelican Island Conservation Society does not assume any liability for damage or injuries incurred by wind-carried vendor tents.

FEES/SALES
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 7, 2020 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 setup. Once checked in and unloaded, please move your tow/support vehicles to the lot across the street. Approved compact portable 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. on February 21, 2020. All booth spaces are to be left clean and in the condition in which they were found. All trash must be removed by each vendor and is not to be left in the booth space. Grease drippings must not collect on the ground and used grease must be properly disposed of.

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.

ADDITIONAL RESTRICTIONS
- No pets, balloons, personal alcoholic beverages and/or smoking in the park.
- Support 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. Pelican Island Conservation Society does not assume responsibility or liability for theft, damage, or other loss of vendor’s property and possessions.

MISCELLANEOUS
Pelican Island Conservation Society reserves the right to refuse any application and dismiss any vendor before or during the event at its discretion. Inclusion in the event will be confirmed once your application has been reviewed and processed. For additional questions, please call:

Ginny Blossom:
- Phone: 772-532-3350
- E-mail: info@firstrefuge.org
- Website: www.firstrefuge.org

Friday and Day of Event:
- Phone: 772.532.3350

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 21, 2020 to guarantee consideration.

Mail application to:
Pelican Island Wildlife Festival
P.O. Box 781903
Sebastian, FL 32978-1903

Email to:
info@firstrefuge.org
Food Vendor Application
Saturday, March 7, 2020
10 a.m. – 4 p.m.
Riverview Park, Sebastian, FL

THIS APPLICATION PACKET, FORM AND PAYMENT MUST BE RECEIVED BY February 22, 2020 TO BE CONSIDERED.

NOTE: Vendors willing to honor volunteer food tickets will receive a 50% fee discount. Each volunteer working 4 hours or more (approximately 30) will receive 5 food tickets valued at $1 each. If you accept this offer, please indicate your agreement by marking the box below.

☐ I accept the 50% discount by agreeing to honor Volunteer food tickets.

Please indicate booth size: _______ 10’ x 10’ booth space: $100/space without honoring tickets
$50/space honoring tickets
_______ 10’ x 20’ booth space: $150/space without honoring tickets
$75/space honoring tickets
_______ 10’ x 30’ booth space: $200/space without honoring tickets
$100/space honoring tickets

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 Conservation Society, Inc, 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 this application, 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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