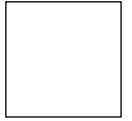




# Florida Bat Festival - **October 25<sup>th</sup>, 2025** | 10-5pm

## Vendor Application Form

OFFICE USE



APPD \_\_\_\_\_

PAID \_\_\_\_\_

W  C  Q

SPONSOR

GENERATOR

ELECTRICAL

VENDOR # \_\_\_\_\_

BEER # \_\_\_\_\_

- Application DEADLINE is **October 4<sup>th</sup>, 2025**.
- New Vendor or  Returning Vendor

**PRESENTATION:**  **NEW VENDORS ONLY!**

Provide a picture of your tent/display set up. Images should be attached to the email, **NOT** embedded into the email message. Forgetting to attach pictures to email or sending pictures in the body of the email will delay the application process.

➤ **CONTACT INFORMATION:**

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Full Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Website/Social Media \_\_\_\_\_

➤ **ORGANIZATION TYPE?**

**Arts & Crafts** - a seller who creates and sells their handmade or artisan goods. Items are one of a kind and not mass produced.

**Conservation/Informational** - providing information, education, or awareness about a specific topic, organization, or cause. Typically, a non-profit.

**Merchant** - selling goods or services for profit. Items are mass produced. Food Vendors NOT preparing foods to order fall under this category.

**Food Truck** - food items prepared to order.

➤ **BRIEF SUMMARY OF ITEMS TO BE SOLD OR PRESENTATION TOPIC:**

Adhere to the information provided below. It is your responsibility to update information if it changes. Providing accurate product description will lessen the chances of being placed next to a similar vendor. Items NOT listed and sold day of will be told to halt sales. **Sales of animal parts {arts & crafts, &/or merchant} is prohibited from sales during the Florida Bat Festival and will not be accepted as a FL Bat Festival vendor.**

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➤ **COST & VENDOR SIZE:** All non-food vendor spaces are 10'x10'.

**NOTE: a \$25 late fee is applied starting September 21<sup>st</sup>, 2025.**

- \$25, Non-Profit/Informational. No Sales. No items sold or donation jar allowed.
- \$65, Non-Profit/Informational. Selling merchandise. No donation jars allowed.
- \$100, Commercial: Artisans, Crafters, Merchants, Retailers, etc. no donation jars allowed.
- \$150, Food Truck/Trailer. No donation jars allowed.

➤ **FOOD OPTIONS:** *Food Vendor only. Check all that apply.*

- Vegetarian
- Vegan
- Kosher
- Gluten-Free

➤ **VENDOR SPACE:** All non-food vendor spaces measure 10'x10'. Requests for extra space will be considered, but additional fees apply.

- 10'x10' Tent Space
- Trailer - Dimensions (LxWxH) \_\_\_\_\_
- Truck - Dimensions (LxWxH) \_\_\_\_\_

Continue to next page



➤ **ELECTRICAL SURCHARGE, GENERATORS, & WATER USE:** *Food Vendor only.*

\$15 electrical surcharge. Outlets are 120 volts, non-GFI. Bring your 50'+ extension cord -10 gauge or less. This will assure you don't trip a breaker & disrupt production. No outlet splitters allowed.

Using a generator. Decibel level of generator: \_\_\_\_\_ dB Customers should NOT have to shout to place an order. Ideal generators are under 60 decibels.

*NOTE: Water hook ups are not available. You must make appropriate arrangements to suit your needs.*

➤ **BUSINESS/ORGANIZATION REPRESENTATIVES IN ATTENDANCE:**

Indicate the number of representatives attending the FL Bat Festival. Representatives is defined as those persons that are attending the FL Bat Festival on behalf of their business/organization that are staffed/working at the tent. Wristbands are provided for each representative. Wristbands should be collected during set up OR day of at the Admission stand, starting at 8am.

➤ **BEER GARDEN:** *Limited tickets to the first 100.*

Vendors (21+) can buy discounted \$20 Beer Garden tickets until July 31st, while supplies last. Tickets include a wristband and a souvenir FL Bat Festival Beer Garden glass, picked up at the Admission Stand with vendor bands. Only participating vendors and their reps may purchase. The listed contact person is fully responsible for verifying all Beer Garden participants are 21+ on the festival date. Beer Garden glasses may be from a previous year.

BEER GARDEN TICKET QUANTITY: \_\_\_\_\_ TICKET COST: \$\_\_\_\_\_

➤ **FINANCIALS:**

An invoice will be emailed to the contact information above upon approval of application. Invoices should be paid within 7 days of approval email. Vendor application requests are not finalized until invoice is paid. Vendor forfeits all above requests after the 7-day grace period.

TOTAL APPLICATION COST: \$\_\_\_\_\_ (include Vendor Fee, Beer Garden tickets, & Late Fee)

➤ **TERMS and CONDITIONS:** Please carefully read the following for vendors participation.

1. Submitting this application does not guarantee booth space at the Florida Bat Festival.
2. ALL applications will be reviewed for approval. You will be notified by email upon approval of your application.
3. Space assignments are made based on the best interest of the event. There are no guarantees/promises given to vendors as to assigned locations. This application neither implies nor grants any preferential consideration or treatment.

**AGREEMENT & SIGNATURE:** *Application will not be processed without signature.*

As the representative of my business/organization, I have read and understand the "Rules and Standards for all Vendors & Concessionaires" (pages 3, 4, & 5) and agree to abide by them. My representatives and myself recognize that failure to abide by the Rules and Standards can result in exclusion from future festivals. I understand that all confirmations of rental space are final, and no refunds will be available upon my cancellation or weather. Our business/organization agrees not to hold the FL Bat Festival &/or Lubee Foundation, Inc. DBA Lubee Bat Conservancy liable from any claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind.

**Business/Organization Representative's Signature:** \_\_\_\_\_

I consent to this electronic document serving in lieu of original signature and agree to be bound accordingly.

Email application (page 1 & 2) to Tracy Pope at [tpope@lubee.org](mailto:tpope@lubee.org).

*Lubee Bat Conservancy is a 501(c)3 nonprofit organization. Federal Tax ID #65-0145696*



# FLORIDA BAT FESTIVAL 2025

Saturday, October 25<sup>th</sup>, 2025; 10 - 5pm

## RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES

Submission of application does not guarantee booth space at the FL Bat Festival. All submissions are reviewed for approval by the FL Bat Festival Committee. Upon approval, an email will be sent with a link to your space rental invoice. The FL Bat Festival Committee has sole discretion over vendor selection and reserves the right to reject applications. All applications must be submitted by **October 4<sup>th</sup>, 2025**

### VENDOR REPRESENTATIVES

1. Wristbands are provided to all vendors and their representatives during early setup.
2. Vendor wristbands are to be worn during the entirety of festival and can be picked up on Saturday at the FL Bat Festival Volunteer sign in tent, located at admission.
3. The final representative count for vendor wristbands is OCTOBER 1<sup>st</sup>. No exceptions.
4. Representatives arriving after 10am on Saturday that have been accounted for will need to have their vendor wristband, with name, left for them at the FL Bat Festival Volunteer sign in tent. No name, no admittance. Admission will need to be purchased.
5. Representatives arriving after 10am on Saturday that were **NOT** accounted for by October 1<sup>st</sup>, will need to pay for admission. No exceptions.

### FESTIVAL ADMISSION

1. \$5/children (5-12yrs)
2. \$10/adult (13+)
3. \$45 Beer Garden (21+) Day of Event at Gate. Price includes Adult general admission.

### SPACE RENTAL & SUPPLIES

1. Application payment is required to reserve your rental space. Checks no longer accepted.
2. Vendors must remain on-site for the duration of the FL Bat Festival.
3. Vendors are responsible for providing their own supplies including, but not limited to, tents, tables, chairs, trash receptacles, trash bags, lighting, weights, hand sanitizer, etc.
4. All tents must be a solid, non-flammable, free-standing tent in good condition, without tears or stains, and securely weighed down to withstand strong winds.
5. Bring your water bottles, sunscreen, sunglasses, hats, fans, Wi-Fi hotspots, etc..

### ELECTRICAL

1. A \$15 surcharge applies. Electrical outlets limited. Food vendors have priority.
2. Electricity is not available for purchase on the day of the event.
3. Generator use permitted. Must have a "quiet" generator of 60dB or less.

### Wi-Fi & CELLULAR SERVICES

1. Cellular service in the area is limited.
2. Lubee offers limited Wi-Fi to vendors but cannot guarantee connectivity. A password will be provided upon map placement.
3. Vendors are strongly advised to bring their own Wi-Fi hotspot for sales.
4. Vendors are solely responsible for ensuring they can connect to cellular service and/or Wi-Fi if needed.
5. Your POS system may have an offline mode, allowing transactions to be recorded and processed once back in cellular range—Wi-Fi is not required for this mode.

### SALES TAX

All FL Bat Festival vendors are responsible for collecting and paying their own Florida and County sales tax.

### FL BAT FESTIVAL VENDOR CODE OF CONDUCT

1. Vendors and their representatives must behave lawfully and ethically at all times.
2. Vendors must respect/comply with all applicable local and national laws and regulations.
3. Vendors must conduct business fairly, transparently and with integrity.
4. Vendors must comply with all relevant local health and safety laws and regulations, including but not limited to local health department food safety regulations.
5. Lubee Bat Conservancy has a ZERO-TOLERANCE policy when it comes to disrespecting our vendors, Lubee Bat Conservancy staff &/or volunteers, our sponsors, and event attendees. Vendors must demonstrate a commitment to respecting human rights and protecting the dignity of their employees/volunteers as well as Lubee Bat Conservancy's staff/volunteers, and all event attendees. Representatives from your business/organization found to be in direct violation will be asked to leave the event grounds immediately.
6. Vendors must value diversity and protect the health, safety and wellbeing of their employees/volunteers as well as Lubee Bat Conservancy's staff/volunteers, and all event attendees. They must never discriminate against any individual on the basis of age, gender, race, religion, national origin, sexual orientation, disability, or any other classification protected by applicable law. Vendors must prohibit abuse of any kind, including physical, verbal, sexual or emotional abuse, inhumane or degrading treatment, threats, intimidation, defamation or any other form of harassment or offensive behavior.
7. By registering for the FL Bat Festival, a Vendor accepts and agrees to abide by and be bound by this Code, and to irrevocably accept Lubee Bat Conservancy's rights hereunder, including the right to remove a Vendor who fails to comply with the FL Bat Festival Vendor Code of Conduct.

# FLORIDA BAT FESTIVAL 2025

Saturday, October 25<sup>th</sup>, 2025; 10 - 5pm



## RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES cont. 2

### SETUP.1 Times

1. Wednesday, Thursday & Friday week of event - 9am-6pm. Tues available upon request.
2. Saturday - 7am-9am.
3. Large vehicles should setup in their assigned area on Wednesday, Thursday, or Friday to expedite setup time on Saturday.

### SETUP.2 Day of Expectations

1. Arrive no later than 9am.
2. No vehicles will be admitted onto festival grounds after 9am on Saturday. **NO EXCEPTIONS!**
3. Vendor traffic is EXTREMELY high on Saturday.
4. Unload your vehicle as quickly as possible. DO NOT SET UP UNTIL your vehicle is off festival grounds. Then set up your tent and materials.
5. Non-essential vehicles must be off the event grounds by 9am on Saturday, **NO EXCEPTIONS!**
6. There is a chance of festival guests being allowed early entrance at 9:30am. This could affect the Area A & B vendors.

### SETUP.3 Weather & Placement

1. The FL Bat Festival is Rain or Shine! Check weather and plan accordingly.
2. Vendor spaces are located on a hard-packed grass field.
3. Festival placement is subject to change without prior notice. The FL Bat Festival reserves the right to alter the layout &/or move vendors as needed.
4. Vendor space is assigned based on need and vendor type, with the goal of placing all vendors in high-traffic areas. Location preferences are not guaranteed, and no refunds will be issued due to dissatisfaction with booth placement.
5. Bring along Fire Ant bait in your supplies and to administer in your area.
6. Lube Bat Conservancy treat's all vendor areas for fire ants' weeks & days prior to event.

### SETUP.4 Tents & Display Area

1. All tents must be a solid, non-flammable, free-standing tent in good condition, without tears or stains, and securely weighed down.
2. Tents must be free-standing with a minimum of 45 lbs. weight on each leg, with the ability to withstand strong winds.
3. All booths must be kept looking attractive and appealing.
4. Display Flags may not be allowed. This will be determined during set up.
5. Each vendor will be designated a vendor space based on space requirements indicated on the FL Bat Festival Application form. Automatic 10'x10' unless stated otherwise.
6. Early submission of application, organization type, and listed items to be sold, will be considered but not guaranteed, during map location placements.
7. There is a 2' space allotted in-between vendor tents.
8. NOTE that during setup, the event, and teardown, your merchandise may be affected by environmental factors such as morning dew, rain, dust, etc. The event grounds are naturally dusty. No refunds will be issued for environmental-related impacts.

### VENDOR WARES

1. The sale of mammal or insect parts (arts & crafts, merchant vendors) is strictly prohibited at the Florida Bat Festival and will not be approved as a FL Bat Festival vendor.
2. Vendors should align with the overall festival theme - Wildlife, Environmental, Arts & Crafts, Food & Drinks, & Non-profits. All applications will be subject to review for approval.
3. Vendors of the boutique, medical services, &/or general apparel do not fit into our festival theme and will not be accepted.

### RESTOCKING

1. No vehicles are allowed to enter festival grounds at any time during the FL Bat Festival.
2. Restocking during the festival will need to be hand carried &/or carted in.

### FL BAT FESTIVAL MAP

1. A map with space assignment/location will be emailed prior to setup dates.
2. Vendors will be placed in Areas A, B, C, or D (Beer Garden).
3. **DO NOT MISS THIS EMAIL!**

### PARKING

1. Parking is located off festival grounds on mowed uneven grass fields. Follow signs.
2. Only one (1) parking pass will be issued per vendor. Only a vehicle with the parking pass will be allowed onto the festival grounds during setup. All other vendor vehicles will be directed to the general guest parking area.
3. A parking pass will be sent to the vendor contact upon application acceptance.
4. **DO NOT BLOCK IN OTHER VEHICLES FROM LEAVING!**

### NON-PROFITS

1. Please provide a child's activity. Bat related activities not a requirement.

### SOCIAL MEDIA

1. Promote the FL Bat Festival to their friends, families, clients, etc. through your social media channels by sharing Lube's FL Bat Festival event page ([www.lubee.org/flbatfest](http://www.lubee.org/flbatfest)).
2. **DO NOT** create a Facebook event to promote your partnership with the FL Bat Festival.
3. Tag by using @lubeebatconservancy or #flbatfest.

### PETS

1. **NO PETS** or **EMOTIONAL SUPPORT ANIMALS** are allowed on Lube grounds during setup, the event, or tear down.
2. **DO NOT** bring your pets or emotional support animals.



# FLORIDA BAT FESTIVAL 2025

Saturday, October 25<sup>th</sup>, 2025; 10 - 5pm

## RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES cont. 3

### SMOKING

Smoking is **NOT** allowed anywhere or anytime on Lubee property, including the parking lot.

### SECURITY

Lubee is doubled fenced and locked up overnight with security on grounds overnight.

### CLEAN UP

1. Clean up is the sole responsibility of the Vendor.
2. Leave your site as you found it and avoid a \$25 clean up fee.
3. **Avoid twist ties in your packaging, as they are often thrown onto the ground.**

### TEAR DOWN

1. Tear down &/or moving vehicles onto the festival grounds may start at 5pm on Saturday, unless indicated by a Lubee staff member to start earlier.
2. Early tear down is disrespectful to your fellow vendors, our festival guests, and to Lubee.
3. Vendors that leave early without making prior arrangements with the FL Bat Festival manager will not be invited back to future Lubee events. No exceptions.

### DEPARTURE

1. Vendors are expected to be off festival grounds by 6pm Saturday evening.
2. Tents/equipment may be left overnight, see Security section. Prior arrangements should be made with the FL Bat Festival Manager &/or Lubee staff.

### CANCELLATIONS

1. The FL Bat Festival is held rain or shine. There is no alternate rain date.
2. THERE ARE NO REFUNDS.
3. In the event that a cancellation is needed, your registration fee can be applied to the following year's FL Bat Festival. An email indicating your cancellation must be submitted prior to October 1<sup>st</sup> of the current FL Bat Festival application year. Exceptions may apply.

### FOOD VENDORS.1

Food vendors are responsible for having all food licenses & permits required and be compliant with all the food regulations required by Florida Department of Agriculture and Consumer Services (FDACS), Department of Business and Professional Regulation (DBPR), or the Florida Department of Health (DOH).

### FOOD VENDORS.2

1. Cooking oils are to be removed with you at the end of the event.
2. Please be sure to have plenty of water available.

### FOOD VENDORS.3

1. The FL Bat Festival is an environmental event, and we require that all Food Vendors adhere to using recyclable food packaging, i.e. plates, napkins, cups, utensils, stirrers.
2. **DO NOT bring Straws or Styrofoam to the event!**
3. Biodegradable straws are acceptable.
4. Failure to comply will result in not being invited back to any future events.

### FOOD VENDORS.4

Food tents, trucks and trailers are not assigned spots, only designated areas. Placement will be determined upon your arrival. **DO NOT BE LATE!!**

### REFUNDS

There are no refunds.

We thank you for following the above guidelines and policies when preparing for this year's event. Our vendors help make the FL Bat Festival a success!

Save a copy of the Rules and Standards so you may refer to them as you plan for the event.