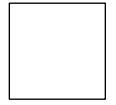




Florida Bat Festival - October 26th, 2024 | 10-5pm

Vendor Application Form

OFFICE USE



PAID _____

W Q

SPONSOR

GENERATOR

ELECTRICAL

VENDOR # _____

BEER # _____

- THIS APPLICATION MUST BE COMPLETED IN FULL IN ORDER TO BE PROCESSED.
- Application DEADLINE is **October 5th, 2024.**

New Vendor or Returning Vendor

CONTACT INFORMATION:

Business Name _____

Contact Person _____

Business Full Address _____

Telephone _____

Email _____

Website/Social Media _____

➤ WHAT BEST DESCRIBES YOUR ORGANIZATION?

Arts & Crafts | Informational | Conservation | Merchant | Other _____

➤ BRIEF SUMMARY OF ITEMS TO BE SOLD:

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.

➤ COST & VENDOR SIZE: All spaces are 10'x10'. Larger space available upon request.

NOTE: a \$25 late fee is applied starting September 23rd, 2024.

- \$25, Non-Profit/Informational. No Sales. No items sold or donation jar allowed.
- \$60, Non-Profit/Informational. Selling merchandise. No donation jars allowed.
- \$100, Commercial: Artisans, Crafters, Merchants, Retailers, etc. no donation jars allowed.

➤ 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 greatly delay your application process.

➤ GENERATORS: **Generators are to be QUIET!**

I will be using a generator. Decibel level of generator: _____ dB
Customers should NOT have to shout to place an order. Ideal generators are under 60 decibels.

➤ BUSINESS REPRESENTATIVES IN ATTENDANCE:

Indicate the number of representatives attending the FL Bat Festival. Wristbands are provided for each representative. Final representative tallies are required by OCTOBER 1st. Those not accounted for will be required to purchase admission tickets. See Rules and Standards below.

➤ BEER GARDEN: **Limited tickets available.**

Vendors (ages 21+) may purchase Beer Garden tickets at a reduced rate of \$20/attendee, until July 31st. Starting August 1st Beer Garden tickets are available for purchase the day of the FL Bat Festival at Admission. No discount is applied. Tickets include a wristband and souvenir FL Bat Festival Beer Garden glass. For participating vendors ONLY. *Number below cannot exceed the number of representatives from above.*

The business/organization contact purchasing multiple tickets for members of their Business/Organization, is fully responsible for verifying that all their participants of the Beer Garden at FL Bat Festival are 21 years of age or older on the date of the FL Bat Festival.

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

(Continue to next page)



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Vendor Application Form cont.

➤ 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 7 days.

TOTAL COST: \$_____ (include Vendor Fee & Beer Garden tickets.)

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” 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 cancellation. 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 or mail a copy to the address below to Tracy Pope, FL Bat Festival Manager to address below.

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



FLORIDA BAT FESTIVAL 2024

Saturday, October 26th, 2024; 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 of application, an email will be sent with a link to an invoice for your booth rental.

Selection/approval is at the sole discretion of FL Bat Festival Committee which reserves the right to reject vendor applications. All applications must be submitted by October 5th, 2024.

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 1st. 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 1st, will need to pay for admission. No exceptions.

FESTIVAL ADMISSION

1. \$5/children (5-12yrs)
2. \$10/adult (13+)
3. \$35 Beer Garden (21+) Price includes Adult general admission.
- 4.

SPACE RENTAL & SUPPLIES

1. Application payment is required to reserve your rental space. Checks no longer accepted.
2. Vendors are expected to remain on the grounds during the entirety 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. Tents must have the ability 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 are VERY limited. Food vendors have priority.
2. Electricity is not available for purchase on the day of the event. Vendors will be placed accordingly on the festival map based off of location of electrical hookups.
3. Vendors needing an electrical hookup, but with no access, must use a quiet generator of 60dB or less.

Wi-Fi

1. Cellular service is limited in area.
2. Lubee can offer limited WIFI to vendors but CANNOT guarantee connection success. A password will be provided upon application acceptance.
3. IT IS HIGHLY ADVISED THAT VENDORS BRING THEIR OWN WIFI HOTSPOT FOR SALES.
4. Vendor has the sole responsibility for planning appropriately for connecting to a cellular service &/or Wi-Fi signal if needed.
5. Your POS may have an OFFLINE MODE. Payments are recorded and processed once back in cellular range. WIFI is not needed for this mode.

SALES TAX

All FL Bat Festival vendors are responsible for collecting and paying their 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 & volunteers, 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 2024

Saturday, October 26th, 2024; 10 - 5pm



cont. 2

RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES

SETUP.1 Times

1. Wednesday, Thursday & Friday week of event - 9am-6pm.
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 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. Bring along Fire Ant bait in your supplies. Be prepared to administer in your area.
5. Lubee Bat Conservancy treat's vendor areas prior to event but bring that ant bait still. All booths must be kept looking attractive and appealing.

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. Tents must have the ability to withstand strong winds.
3. Display Flags may not be allowed. This will be determined during set up.
4. Each vendor will be designated a vendor booth area based on space requirements indicated on the FL Bat Festival Application form.
5. Early submission of application, organization type, and listed items to be sold, will be considered during map location placements.
6. There is a 2' - 3' space allotted in-between vendor tents.
7. During set up, it is advised that your merchandise be covered/stored, as it could be affected by the weather, i.e., morning dew, rain, dust, etc.

VENDOR WARES

1. The selling 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.
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 and or carted in.

FL BAT FESTIVAL MAP

1. A map with space assignment/location will be emailed the week of the FL Bat Festival.
2. Vendors will be placed in Groups A, B, & C.
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 Lubee's FL Bat Festival event page (www.lubee.org/batfest).
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 Lubee grounds during setup, the event, or tear down.
2. **DO NOT** bring your pets or emotional support animals.

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.



FLORIDA BAT FESTIVAL 2024

Saturday, October 26th, 2024; 10 - 5pm

RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES cont. 3

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 Lube staff member to start earlier.
2. Early tear down is disrespectful to your fellow vendors, our festival guests, and to Lube.
3. Vendors that leave early without making prior arrangements with the FL Bat Festival manager will not be invited back to future Lube 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 Lube 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 1st 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.
3. Lube has several water stations available for refills.

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!!**

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.