



# Florida Bat Festival - October 24<sup>th</sup>, 2026 | 10-5pm

## Vendor Application Form

Application DEADLINE is **October 3<sup>rd</sup>, 2026**. A \$50 late fee is applied starting September 20.

New Vendor  Returning Vendor

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

Provide a photo of your tent and/or display setup. Images must be submitted as email attachments and should not be embedded in the email body. Applications submitted without attached images, or with embedded images, will be delayed in processing.

### CONTACT INFORMATION:

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

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

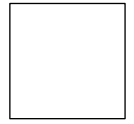
Business Full Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Website/social media \_\_\_\_\_

### OFFICE USE



APPD \_\_\_\_\_

PAID \_\_\_\_\_

W  L  Q

SPONSOR

GENERATOR

ELECTRICAL

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

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

FOOD

### ORGANIZATION TYPE? *Select **one** category that best describes your business or organization.*

<input type="checkbox"/>	Arts & Crafts	Vendors selling handmade or artisan goods. Items must be original, one-of-a-kind, or small-batch - not mass-produced.
<input type="checkbox"/>	Conservation/Informational	Organizations providing education, information, or awareness related to a specific topic, organization, or cause. Typically, non-profit.
<input type="checkbox"/>	Merchant	Vendors selling mass-produced goods or services for profit. Food vendors not preparing food to order fall under this category.
<input type="checkbox"/>	Food Truck	Vendors preparing and selling food to order from a truck, trailer, or tent.

### BRIEF SUMMARY OF ITEMS TO BE SOLD OR PRESENTATION TOPIC:

Provide a clear and complete description of all items to be sold and/or the presentation topic. Vendors are responsible for updating this information if changes occur. Accurate descriptions assist with appropriate vendor placement and help avoid duplication of similar vendors. Items not listed on this application may not be sold on the day of the event and will be required to cease sales. The sale of animal parts by Arts & Crafts and/or Merchant vendors is strictly prohibited and will not be approved for participation in the Florida Bat Festival.

### COST & VENDOR SIZE: All non-food vendor spaces are 10'x10'. **Starting September 20<sup>th</sup>, a \$30 late fee will be applied.**

<input type="checkbox"/>	\$35 -	Non-Profit/Informational. <b>No sales permitted.</b> Donation jars are <b>not allowed.</b>
<input type="checkbox"/>	\$85 -	Non-Profit/Informational selling merchandise. Donation jars are <b>not allowed.</b>
<input type="checkbox"/>	\$125 -	Commercial Vendor (Artisans, Crafters, Merchants, Retailers, etc.) Donation jars are <b>not allowed.</b>
<input type="checkbox"/>	\$200 -	Food Truck/Trailer. Donation jars are <b>not allowed.</b>

*(Vendor participation fees directly support Lubee Bat Conservancy's conservation and education programs.)*

**VENDOR SPACE:** All **non-food vendor spaces** measure **10' x 10'**. Requests for additional space may be considered and are subject to **availability and additional fees**. Food trucks/trailers **may not exceed 30' total length, including all attachments**.

10'x10' Tent Space - There is typically 2-3 feet of space between tents.

**Trailer** - Provide **total dimensions, including hitch, generator stand, etc.** (L x W x H) \_\_\_\_\_

**Truck** - Provide **total dimensions, including hitch, generator stand, etc.** (L x W x H) \_\_\_\_\_

### FOOD VENDORS:

<input type="checkbox"/> Serving Side?	<input type="checkbox"/> Passenger's	<input type="checkbox"/> Driver's	<input type="checkbox"/> Rear	<input type="checkbox"/>
<i>Indicate all options that apply.</i>	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Vegan	<input type="checkbox"/> Gluten-Free	<input type="checkbox"/> Kosher



➤ ELECTRICAL SURCHARGE, GENERATORS, & WATER USE: *Food Vendors only. Limited availability.*

**\$15 electrical surcharge.** 120V non-GFI only. Bring **100'+** 10-gauge (or lower) extension cord. No splitters. **240V/50-amp food truck outlet is not available and cannot be converted or shared.**

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 are defined as those people 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 available.*

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. Vendors forfeit 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 2026**

Saturday, October 24<sup>th</sup>, 2026; 10 - 5pm

## RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES



Submission of an application does not guarantee booth space at the Florida Bat Festival. All applications are reviewed for approval by the Florida Bat Festival Committee. Approved vendors will receive an email with a link to their space rental invoice. The Florida Bat Festival Committee reserves the right to accept or reject any application at its sole discretion. All applications must be submitted by **October 3, 2026**.

### VENDOR REPRESENTATIVES

1. Wristbands are provided to approved vendors and their representatives during early setup.
2. Vendor wristbands must be worn for the entirety of the festival and may be picked up on Saturday at the Florida Bat Festival Volunteer Sign-In Tent located at admissions.
3. The final representative count for vendor wristbands must be submitted by October 1. No exceptions.
4. Representatives arriving after 10:00AM Saturday who were included in the submitted count must have a vendor wristband labeled with the name provided by the vendor available at the Volunteer Sign-In Tent. No name provided, no admittance. Admission must be purchased.
5. Representatives arriving after 10:00AM Saturday who were not included in the submitted count by October 1 must purchase 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. Payment is required to reserve rental space. Checks are not accepted.
2. Vendors must remain on-site for the duration of the Florida Bat Festival.
3. Vendors are responsible for providing all necessary supplies, including but not limited to tents, tables, chairs, trash receptacles, trash bags, lighting, tent weights, and hand sanitizer.
4. All tents must be solid, non-flammable, free-standing, and in good condition. Tents must be free of tears or stains and securely weighted to withstand strong winds.
5. Vendors are encouraged to bring personal comfort items such as water bottles, sunscreen, hats, sunglasses, fans, and Wi-Fi hotspots.

### 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 Florida Bat Festival vendors are responsible for collecting and remitting all applicable Florida state and county sales taxes.

### FL BAT FESTIVAL VENDOR CODE OF CONDUCT

1. Vendors and their representatives must conduct themselves lawfully, ethically, and professionally always.
2. Vendors must comply with all applicable local, state, and federal laws and regulations.
3. Vendors must conduct business fairly, transparently and with integrity.
4. Vendors must comply with all applicable health and safety laws and regulations, including but not limited to local health department food safety requirements.
5. Lubee Bat Conservancy maintains a zero-tolerance policy for disrespectful, abusive, discriminatory, or inappropriate behavior toward vendors, staff, volunteers, sponsors, or attendees. Vendors must respect human dignity, value diversity, and protect the health, safety, and well-being of all individuals.
6. By registering for the Florida Bat Festival, vendors agree to abide by this Code of Conduct and accept Lubee Bat Conservancy's right to enforce it, including immediate removal for non-compliance.

FLORIDA BAT FESTIVAL 2026

Lubee Bat Conservancy | 1309 NW 192<sup>nd</sup> Ave. | Gainesville, FL 32606 | 352-485-1250 | info@lubee.org

Saturday, October 24<sup>th</sup>, 2026; 10 - 5pm  
RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES



**SETUP.1**

Times

1. **Wednesday-Friday (week of event):** 9:00 a.m.–6:00 p.m.  
*Tuesday setup may be available upon request.*
2. **Saturday:** 7am-9am.
3. Vendors with large vehicles are strongly encouraged to set up during Wednesday-Friday in their assigned area to expedite setup on Saturday.

**SETUP.2**

Day of Expectations

1. Vendors must arrive **no later than 9:00 a.m. Saturday.**
2. **No vehicles will be admitted onto festival grounds after 9:00 a.m. Saturday. No exceptions.**
3. Vendor traffic is **extremely high** on Saturday morning; patience and efficiency are required.
4. Vendors must unload vehicles as quickly as possible. **Do not begin tent or booth setup until your vehicle has been removed from festival grounds.**
5. All non-essential vehicles must be **off event grounds by 9:00 a.m. Saturday. No exceptions.**
6. Festival guests may be permitted early entry beginning at **9:30 a.m.**, which may impact vendors located in **Areas A and B.**

**SETUP.3**

Weather & Placement

1. The Florida Bat Festival is a **rain-or-shine event.** Vendors are responsible for monitoring weather conditions and planning accordingly.
2. Vendor spaces are located on a **hard-packed grass field.**
3. Festival layout and vendor placement are **subject to change without prior notice.** The Florida Bat Festival reserves the right to adjust the layout and/or relocate vendors as needed.
4. Vendor spaces are assigned based on vendor type and operational needs, with the goal of maximizing visibility and traffic. Location preferences are not guaranteed, and **no refunds will be issued due to dissatisfaction with booth placement.**
5. Vendors are encouraged to include **fire ant bait** among their supplies for use within their assigned space.
6. Lubee Bat Conservancy treats vendor areas for fire ants **in advance of the event**, but vendors should take additional precautions as needed.

**SETUP.4**

Tents & Display Area

1. All tents must be solid, non-flammable, free-standing, and in good condition. Tents must be free of tears or stains and **securely weighted.**
2. Tents must be weighed with a **minimum of 45 lbs. per leg** and capable of withstanding strong winds.
3. Vendor booths must be kept **clean, safe, and visually appealing** throughout the event.
4. Display flags **may not be permitted** and will be approved or denied at the discretion of festival staff during setup.
5. Vendor space assignments are based on the space requirements indicated on the Florida Bat Festival application. The standard space is **10'x10' unless otherwise approved.**
6. Early application submission, organization type, and listed items for sale may be considered during map placement; however, **placement preferences are not guaranteed.**
7. A **2-foot buffer** is maintained between vendor tents. This space is not part of the assigned vendor footprint.
8. Vendors acknowledge that environmental conditions - including morning dew, rain, dust, or other natural elements - may affect merchandise during setup, the event, and teardown. **No refunds will be issued for environmental-related impacts.**

**VENDOR WARES**

1. The **on-site sale or display** of mammal or insect parts is strictly prohibited at the Florida Bat Festival, including but not limited to **bones, specimens, taxidermy, or preserved insects.**
2. Vendors must align with the overall festival theme, including **wildlife, environmental education, arts and crafts, food and beverages, and non-profit organizations.** All applications are subject to review and approval.
3. Vendors offering **boutique retail, medical services, or general apparel** that does not align with the festival theme will not be accepted.

**RESTOCKING**

1. **No vehicles are permitted on festival grounds at any time during the Florida Bat Festival.**
2. All restocking during the festival must be **hand-carried or transported by cart.**

**FL BAT FESTIVAL  
MAP**

1. A map showing vendor space assignments and locations will be **emailed prior to scheduled setup dates.**
2. Vendors will be assigned to **Areas A, B, C, or D (Beer Garden).**
3. Vendors are responsible for **monitoring email communications** from the Florida Bat Festival and reviewing all provided materials. **Failure to review emailed information does not constitute grounds for exceptions or changes.**

FLORIDA BAT FESTIVAL 2026

Saturday, October 24<sup>th</sup>, 2026; 10 - 5pm

## RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES

### PARKING

1. Vendor parking is located off festival grounds on mowed, uneven grass fields. Vendors must follow posted signage and staff directions.
2. One (1) parking pass will be issued per vendor. Only vehicles displaying a valid parking pass will be permitted onto festival grounds during setup. All other vendor vehicles will be directed to general guest parking.
3. Parking passes will be emailed to the vendor contact upon application acceptance.
4. **Vehicles may not block other vehicles or access routes at any time.**

### NON-PROFITS

Non-profit vendors are asked to provide a **child-friendly activity**. Bat-related activities are welcome but not required.

### SOCIAL MEDIA

1. Vendors are encouraged to promote the Florida Bat Festival to their friends, families, clients, and followers by sharing Lubee Bat Conservancy's official event page: [www.lubee.org/flbatfest](http://www.lubee.org/flbatfest).
2. **Vendors may not create a separate Facebook event** to promote their participation in or partnership with the Florida Bat Festival.
3. When posting, vendors are encouraged to tag **@lubeebatconservancy** and/or use **#flbatfest**

### PETS

**No pets or emotional support animals are permitted on Lubee Bat Conservancy grounds during setup, the event, or teardown.**

### SMOKING

Smoking is **not permitted** anywhere on Lubee Bat Conservancy property at any time, **including parking areas.**

### SECURITY

Lubee Bat Conservancy property is secured overnight with restricted access and on-site security.

### CLEAN UP

1. Clean up is the sole responsibility of the Vendor.
2. Leave your site as you found and avoid a \$25 clean up fee.
3. **Vendors are asked to avoid the use of twist ties, rubber bands, glitter, or similar loose materials, which may pose a risk to wildlife on the property.**

### TEAR DOWN

1. Tear down and vehicle access to festival grounds may begin at **5:00PM Saturday**, unless otherwise directed by a Lubee Bat Conservancy staff member.
2. Early tear down is **not permitted** and disrupts fellow vendors, festival guests, and event operations.
3. Vendors who leave early **without prior approval from the Florida Bat Festival Manager** will not be invited to participate in future Lubee Bat Conservancy events.

### DEPARTURE

1. Vendors are expected to be **off festival grounds by 6:00PM Saturday**.
2. Tents and equipment may be left overnight; however, **prior arrangements must be made** with the Florida Bat Festival Manager or Lubee Bat Conservancy staff. Please refer to the **Security** section for additional information.

### CANCELLATIONS & REFUNDS

1. The Florida Bat Festival is held **rain or shine**. There is no alternate rain date.
2. All registration fees are non-refundable, including dissatisfaction with vendor placement or location.
3. If a vendor must cancel, the registration fee **may be applied as a credit toward the following year's Florida Bat Festival**, provided written notice of cancellation is submitted **by October 1** of the current application year. Exceptions may apply at the discretion of the Florida Bat Festival Committee.

### FOOD VENDORS.1

Food vendors are responsible for obtaining and maintaining all required licenses and permits and must comply with all applicable food regulations enforced by the Florida Department of Agriculture and Consumer Services (FDACS), the Department of Business and Professional Regulation (DBPR), and/or the Florida Department of Health (DOH).

### FOOD VENDORS.2

1. All cooking oils must be **removed from the site** by the vendor at the conclusion of the event.
2. Food vendors must ensure **adequate water** is available for their operational needs throughout the event.

### FOOD VENDORS.3

1. The Florida Bat Festival is an environmental event. All food vendors are required to use recyclable or compostable food packaging, including plates, napkins, cups, utensils, and stirrers.
2. Plastic straws and Styrofoam products are not permitted. Biodegradable or compostable straws are acceptable.
3. Failure to comply with these requirements may result in the vendor not being invited to participate in future Lubee Bat Conservancy events.

### FOOD VENDORS.4

Food tents, trucks, and trailers are not assigned individual spaces and will be placed within designated food vendor areas unless otherwise designated by number in advance. Final placement is determined upon arrival

We thank you for reviewing and following the above guidelines and policies as you prepare for this year's event.

Our vendors play an important role in making the Florida Bat Festival a success.

Please save a copy of these Rules and Standards for reference as you plan for the event.

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