



# Florida Bat Festival - October 21<sup>st</sup>, 2023 | 10-5pm

## Food Vendor Application Form

- THIS APPLICATION MUST BE COMPLETED IN FULL WITH PAYMENT, IN ORDER TO BE PROCESSED.
- Application DEADLINE is **October 7<sup>th</sup>, 2023.**

☐ New Vendor or ☐ Returning Vendor

### CONTACT INFORMATION:

Business Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Business Full Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Website \_\_\_\_\_

### LIST GENERAL MENU ITEMS TO BE SOLD:

\_\_\_\_\_  
 \_\_\_\_\_

### VEGAN OPTIONS:

☐ YES  
☐ NO

OFFICE USE

PAID



FOOD

W \_\_\_ Q \_\_\_

☐ SPONSOR

☐ GENERATOR

☐ ELECTRICAL

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

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

Signature Y N

- **COST & VENDOR SIZE:** A \$25 late fee will be applied starting October 1<sup>st</sup>, 2023.

☐ \$150 = Food Tents, Trucks, &/or Trailers Dimensions of truck or trailer: \_\_\_\_\_

- **PRESENTATION:** ☐ **NEW FOOD VENDOR ONLY!**

Provide a picture of your food truck, serving window, & serving presentation. Attach images to the email, NOT embedded into the email message. Failure to attach pictures to email or sending them in the body of the email will delay your application process.

- **ELECTRICAL SURCHARGE:** Limited spaces available.

☐ \$15 electrical surcharge. Outlets are 120 volts, non-GFI. Bring your 100' extension cord - 10 gauge or less. This will assure you don't trip a breaker & disrupt production. No outlet splitters allowed.

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

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

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

☐ Vendors (ages 21+) may purchase Beer Garden tickets at a reduced rate of \$20/attendee, until August 31st. Starting September 1<sup>st</sup> tickets are \$30/attendee. Tickets include a wristband and souvenir FL Bat Festival Beer Garden Glass. For participating vendors and their business representatives ONLY.

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

- **Members in Attendance:**

Number of representatives attending the FL Bat Festival. Wristbands are provided for each accounted attendee.

- **FINANCIALS:**

☐ An invoice will be emailed to the above address upon approval of application. The invoice should be paid within 7 business days of original email. If invoice is not paid within this timeframe, the vendor will lose their place inline and forfeits all above requests, this includes electrical.

➤ Total Cost from Above Items: \$\_\_\_\_\_

### 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" \* below 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 to [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 2023

Saturday, October 21st, 2023; 10 - 5pm

## RULES AND STANDARDS FOR ALL VENDORS & CONCESSIONAIRES\*

### VENDOR REPRESENTATIVES

- Wristbands are provided to all vendors and their representatives during setup.
- Vendor wristbands are to be worn during the event. DO NOT LOSE THEM!
- Final attendee count for wristbands are to be in no later than, OCTOBER 1<sup>st</sup>. No exceptions.
- Representatives arriving after 10am on Saturday that are accounted for, a representative must meet them at the gate with a wristband.
- Representatives arriving after 10am on Saturday that are NOT accounted for in the above numbers will need to pay for admission.

### ADMISSION

- \$5/children (5-12yrs)
- \$10/adult (13+)
- \$30 Beer Garden (21+) Price includes Adult general admission cost.

### SPACE RENTAL & SUPPLIES

- Application payment is required to reserve your space.
- Vendors are expected to remain on grounds during the entirety of the FL Bat Festival.
- Vendors are responsible for providing their own supplies needed to operate comfortably including, but not limited to, tents, tables, chairs, trash receptacles, trash bags, lighting, weights, hand sanitizer, etc.
- Don't forget your water bottles, sunscreen, sun glasses, and hats.

### ELECTRICAL

- A \$15 surcharge applies. Electrical outlets are VERY limited. Reserve in advance.
- Electricity is not available for purchase during the event. Outlets are limited and vendors that requested & paid for, will be placed accordingly on the map.

### Wi-Fi

- Cellular service is limited in our area. {AT&T seems to have pretty decent coverage in the area.}
- Lubees can NOT offer WIFI to vendors or our guests at this time. We are looking into options.
- Plan to be without WIFI.
- It is HIGHLY recommended to bring your own WIFI Hotspot for sales.
- Check your payment collection system for an OFFLINE MODE. Payments to be recorded and processed once back in your cellular range. WIFI is not needed for this mode.
- Lubees is not to be held at fault for your lack of planning.

### SALES TAX

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

### SETUP.1

- **Setup options are Wednesday, Thursday & Friday from 9am-5pm & Saturday from 7am-9am.**
- During set up, be aware that your merchandise should be covered/stored, as they could be affected by the weather, i.e. morning dew, rain, dust, etc.
- Large vehicles should setup in their assigned area on Wednesday, Thursday, or Friday to expedite setup time on Saturday.

### SETUP.2

- Vendor traffic is EXTREMELY high on Saturday. Unload your vehicle and remove your vehicle ASAP. Set up once your vehicle is removed from the event grounds.
- **Non-essential vehicles must be off the event grounds by 9am on Saturday, NO EXCEPTIONS!**
- Your vehicle will not be allowed on event grounds if you arrive after 9am on Saturday. **NO EXCEPTIONS and PLAN ACCORDINGLY!**
- Event placement is subject to change. We reserve the right to alter the layout &/or move vendors as needed.

### SETUP.3

- Vendor spaces are located on hard packed grass field.
- Bring along Fire Ant bait in your supplies. Be prepared to administer your area. Lubees does apply Fire Ant bait to grounds prior to event date.

### DISPLAY AREA

- All booths must be kept looking attractive and appealing.
- Flags may not be allowed. This will be determined at setup.
- Tents must be free-standing with a minimum of 45 lbs. weight on each leg.
- Each vendor will be designated an allotted space based on the Vendor Size indicated above. A 3' - 5' space in-between a neighboring vendor is considered in the planning. Do not intrude in on your neighbor's space.

### MAP

- A map with space assignment/location will be emailed the week of the FL Bat Festival. Vendors will be placed in Groups A, B, & C. This is to help with which gate to enter and hopefully cut down on traffic congestion.

### RESTOCKING

- No vehicles are allowed to enter event grounds during the FL Bat Festival.
- Restocking during the event will need to be hand carried/carted in.
- Vehicles may be brought up to the restocking gate.

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

### PARKING

- Parking is located behind festival grounds on mowed uneven grass field. Follow signs.
- Only one (1) parking pass will be issued per vendor. Any additional vendor vehicles will be directed to the general guest parking area.
- A parking pass will be sent to the vendor contact upon application acceptance.
- DO NOT BLOCK OTHER VEHICLES FROM LEAVING!

### NON-PROFITS

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

### SOCIAL MEDIA

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

### PETS

- NO PETS are allowed on Lubees grounds during setup, the event, or tear down.
- DO NOT bring your pets.

### SMOKING

- Smoking is NOT allowed anywhere on Lubees property. This includes during set up, the event, & tear down.

### SECURITY

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

### CLEAN UP

- Clean up is the sole responsibility of the Vendor.
- Leave your site as you found it and avoid a \$25 clean up fee.

### TEAR DOWN

- Do not start tearing down or moving vehicles into the event area before 5pm on Saturday.
- Breaking down early is disrespectful to your fellow vendors, the event guests, and to Lubees.
- Vendors that leave early without making prior arrangements with the Bat Fest Coordinator (BFC) will not be invited back to future events.

### DEPARTURE

- Vendors are expected to be packed up and off event grounds by 6:30pm Saturday evening.
- Tents may be left over night. Prior arrangements can be made with the BFC.

### CANCELLATIONS

- The FL Bat Festival will be held rain or shine. There is no alternate rain date.
- THERE ARE NO REFUNDS.
- In the event that you do have to cancel, your registration fee can be applied to the next year's FL Bat Festival. An email indicating your cancellation must be submitted prior to October 1<sup>st</sup>. 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

- Cooking oils are to be removed with you at the end of the event.
- Please be sure to have plenty of water available.
- Lubees has several water stations available for refills.

### FOOD VENDORS.3

- 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.
- DO NOT bring Straws or Styrofoam to the event!
- Biodegradable straws are acceptable.
- 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.