



# Ormond Beach MainStreet, Inc.

Maggie Sacks, Executive Director  
Maggie@OrmondMainStreet.com • 386.451.2138

Ormond Seafood & Blues Festival  
November 19 & 20, 2011  
Vendor Application and Agreement

**FINAL APPLICATION DEADLINE** **October 28, 2011**

The undersigned hereby agrees to reserve booth space to exhibit and/or sell their product or service during the Ormond Beach Riverfest Music Festival, November 19-20, 2011. [www.ormondriverfest.com](http://www.ormondriverfest.com)

By signing this agreement you acknowledge receipt of and agree to be bound by the rules and regulations of the Festival. The Festival will be held at Rockefeller Gardens, 25 Riverside Drive, Ormond Beach, FL. Festival hours are from 10AM-10PM on Saturday November 19<sup>th</sup> and 10AM-5PM on Sunday November 20<sup>th</sup>.

**Payment and Deadline:** Payment by check is due upon signing of this agreement. Festival exhibitor space is limited, and applications will be accepted on a first-paid basis. The final deadline for reservation and payment is **Friday October 28, 2011**. Any vendors excepted after this date will have to pay w/ **Money Order or Certified Check**.

**BOOTH PRICING:**

**Non-Food Vendors:**

- 10 ft. x 10 ft. space - \$175
- 20 ft. x 20 ft. space - \$250
- 20 ft. x 30 ft. space - \$325

**Food Vendors:**

- 10 ft. x 10 ft. space - \$400
- 20 ft. x 20 ft. space - \$500
- 20 ft. x 30 ft. space - \$600

MAXIMUM ELECTRIC AVAILABLE IS 15 AMPS

PLEASE SEND A PHOTO OF YOUR BOOTH OR CONCESSION TRAILER AND THE EXACT MEASUREMENTS.

**A \$100 REFUNDABLE SECURITY IS CHARGED OVER AND ABOVE YOUR EXHIBIT SPACE. ENCLOSE THE SECURITY DEPOSIT ON A SEPARATE CHECK AND IT WILL NOT BE DEPOSITED, BUT RETURNED TO YOU IN YOUR SELF ADDRESSED STAMPED ENVELOPE, AFTER YOUR SPACE HAS BEEN INSPECTED FOR DAMAGE.**

Bring your own **FLAME RETARDANT TENT**, table and chairs. You must supply a **COMMERCIAL GRADE APPROVED FIRE EXTINGUISHER, AND 100 FOOT EXTENSION CORDS IF NEEDED. IF YOU USE A GENERATOR, YOU MUST CLEAR IT WITH US FIRST.** The total cost for an exhibition space plus security deposit of \$100 for two days is payable by check to Ormond Beach MainStreet, Inc. You may submit a separate check for the deposit.

**Food Vendors:** The standard food vendor space is 10 ft. (frontage) x 20 ft. deep. These spaces will accommodate a 10 x 10 tent and give food vendors a 10 x 10 space directly behind the tent for cooking. The cost for this space is \$400.00 for the event (**PLUS the \$100.00 refundable deposit**), payable by check to Ormond Beach MainStreet, Inc. If you desire a corner space there are some available at a higher rate. Food vendors agree to post a menu at eye level showing what foods are available and the pricing.

**Electricity:** Is available for lighting only (up to 15 amps) from the City of Ormond Beach and is included in the price of the exhibition space. **NOT ALL SPACES HAVE ELECTRIC!**

**Waiver:** You agree to waive any and all claims of whatever nature against Ormond Beach MainStreet, the City of Ormond Beach and the Ormond Beach Riverfest, their employees, successors and any volunteers, sponsors and/or suppliers connected with the OBSF.

**Release:** You grant permission and an unconditional release of any photographs, video or motion pictures and/or any verbal or written statements for use by the promoters of the festival for any legitimate purpose including, but not limited to, publicity, promotions, fundraising and/or websites.

## Rules for the event:

The organizers of the event want it to be a positive experience for the vendors and our attendees. Because of that we have established the following rules and guidelines for the Ormond Beach Riverfest Music Festival:

1. You are prohibited from selling, exhibiting, displaying or promoting any type of merchandise or service that may have implicit or explicit content of violence or obscenity (visual or verbal).
2. Food vendors are responsible for taking their trash to the designated dumpster area as frequently as necessary but at least once daily.
3. You agree to have your vendor space open by 9:30 AM on Saturday, November 19th, 2011 and by 9:30 AM on Sunday, November 20th, 2011.
4. Set-up is between 9 AM and 4:00 PM Friday November 18th, 2011. You will set-up in your assigned space. Absolutely no vehicles will be allowed in the park after 9:00 AM on Saturday, November 19th.
5. Vendors are **NOT** permitted to sell water, soft drinks, beer or wine or **LIQUIDS OF ANY KIND**.
6. The Staff of Ormond Beach MainStreet has the right to close your exhibit immediately without refund. Ormond Beach MainStreet has the right to accept or deny vendor exhibits.
7. Exhibitors must leave their booths open until 9:00 PM Saturday, and Sunday until 5:00 PM. You will need lights in your tent; if you do not have electricity then you will need a battery operated light.. Vendors must dismantle and clean their space by 7:00 PM on Sunday.
8. All vendors shall have an approved commercial grade fire extinguisher in their booth. All tents must be labeled as fire-retardant.
9. All sales belong to you and you are solely responsible for collecting and reporting applicable sales tax.
10. There is no smoking by vendors and/or vendor employees on the festival grounds.
11. You are responsible for the security of your space. We will provide an overnight attendant, but will not be responsible for any loss you might incur.
12. You must place any cooking grease in a central container, which will be provided. Absolutely NO grease may be placed in curbside drains, which drain into the Halifax River.

**\*\*\*\*\*Please note: All vendor applications are subject to the final approval of the event organizer. In the event that a vendor application is not accepted by the event organizer all fees paid will be promptly refunded. The event organizer cannot guarantee exclusivity. In cases where it appears that vendors (other than food) might be selling like items we will do our best to make sure that there is some separation.\*\*\*\* Please send logos and a brief description of your business or restaurant to [samira@ormondmainstreet.com](mailto:samira@ormondmainstreet.com). Information will be used for promotional purposes only to add you and your website to our Festival Vendor page.**

**ALL COMPLETED APPLICATIONS ARE TO BE RETURNED TO :**

**ORMOND MAINSTREET, INC.  
P.O. BOX 2917  
ORMOND BEACH, FL 32176**

**VENDOR CHECKLIST (Before you seal your envelope) :**

1. **VENDOR APPLICATION – Fully completed** \_\_\_\_\_
2. **SPECIFY BOOTH SIZE AND TYPE ON APPLICATION** \_\_\_\_\_
3. **CHECK or MONEY ORDER FOR YOUR BOOTH FEE** \_\_\_\_\_
4. **CHECK FOR \$100 REFUNDABLE DEPOSIT** \_\_\_\_\_
5. **PHOTOS ( For those vendors who have Trailer Concessions)** \_\_\_\_\_
6. **MAKE SURE YOU HAVE REVIEWED THE ATTACHED RULES ON: ( City of Ormond Beach – Standard Special Event Operating Procedures for Inspections)** \_\_\_\_\_



# 2011 Ormond Beach Riverfest Music Festival

## Vendor Application



This form is a request for space and **NOT A CONTRACT**. Application does not guarantee space.  
 Application Deadline: **October 28, 2011** no exceptions.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Drivers License# \_\_\_\_\_  
 \*\* Required\*\* State of Issue \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Web Page : \_\_\_\_\_

Type of Concession:  Food  Non-Food **(Note: No game concessions being accepted.)**

**Vendor owned Trailer & Cover**

\*\*\* REFUNDABLE DEPOSIT CHECK TO BE WRITTEN TO : \_\_\_\_\_ :

Description: (Describe nature of business or products to be sold.

Please be precise when listing individual items, only the exact products listed on the contract will be allowed. Use additional pages if necessary.)

**Please check the following booth size and quantity that is applicable to your concession:**

BOOTH SIZE	BOOTH TYPE	COST	Quantity	X
10 x 10	NON –FOOD	<b>\$ 175</b>		
20 x 20	NON–FOOD	<b>\$250</b>		
20 x 30	NON–FOOD	<b>\$325</b>		
10 x 20	FOOD	<b>\$400</b>		
20 x 20	FOOD	<b>\$500</b>		
20 x 30	FOOD	<b>\$600</b>		
Refundable Deposit				
Vendor Must send in separate check. w/ application and booth fee for:		<b>\$100</b>	1	
***Special Requests subject to additional fee:				
<b>TOTAL</b>		<b>\$</b>		
***All NSF checks will be charged an Additional \$35 fee plus any bank charges.				

**PLEASE MAKE CHECKS PAYABLE TO :**

**ORMOND MAINSTREET, INC.**

**MAIL TO :**

**PO BOX 2917 ORMOND BEACH, FL 32175**

**CITY OF ORMOND BEACH**  
**BUILDING DIVISION**

**STANDARD OPERATING PROCEDURES FOR INSPECTIONS**

**DATE: 01/26/2011**

**PAGE: 1 of 3**

**934. Special Event Fire Inspection**

- **The AHJ shall be permitted to regulate all outdoor events as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands; concession booths; and exhibits; and the control of hazardous conditions dangerous to life and property.**
- **Upon receipt of an inspection request, the inspector shall conduct a special event fire inspection.**
- **All special events shall be in accordance and meet the requirements of Section 10.15 of NFPA 1, Uniform Fire Code, 2007 edition and Section 12.4.1 of NFPA 101, Life Safety Code, 2007 edition.**
- **Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the AHJ. (Ref. NFPA 1, Uniform Fire Code, 2006 ed., Section 25.2.5).**
- **A minimum of one (1) portable fire extinguisher with a rating of not less than 2-A: 10-B:C shall be provided.**
- **All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. (Ref. NFPA 1, Uniform Fire Code, 2006 ed., Section 25.2.2.1).**
- **The following shall serve as evidence that the tent fabric materials have the required flame propagation performance:**
  - a. **The AHJ shall require a certificate or other evidence of acceptance by an organization acceptable to the AHJ. (Ref. NFPA 1, Uniform Fire Code, 2006 ed., Section 25.2.2.2).**
  - b. **Affixed to each tent there shall be a flame resistant tag/label.**
- **Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. (Ref. NFPA 1, Uniform Fire Code, 2006 ed., Section 25.2.3.2).**

**CITY OF ORMOND BEACH**  
**BUILDING DIVISION**

**STANDARD OPERATING PROCEDURES FOR INSPECTIONS**

**DATE: 01/26/2011**

**PAGE: 2 of 3**

- Tents shall not be required to be separated from each other, provided that safety precautions meet the approval of the AHJ. (Ref. NFPA 1, Uniform Fire Code, 2006 ed., Section 25.2.3.4). If the tents are not to be separated, provide two areas to be used as a means of emergency egress.
- Smoking shall not be permitted in any tent. (Ref. NFPA 1, Uniform Fire Code, 2006 ed., Section 25.2.4.2).
- Communication, where required by the AHJ, to notify the fire department in the event of an emergency shall be provided.
- Electrical equipment and installation shall comply with Section 11.1, Electrical Fire Safety of the NFPA.
- Extension cords shall be in good condition without splices, deterioration or damage.
- The current capacity of the cord shall not be less than the rated capacity of the appliance.
- Extension cords shall be directly plugged into an approved receptacle.
- Cooking concession stands utilized for cooking shall have a minimum of ten (10) feet of clearance on two sides and shall not be located within ten (10) feet of amusement rides or devices.
- Cooking concession stands shall provide a Class K portable fire extinguisher where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).
- Cooking appliances utilizing open flames shall not be located under tent areas.
- Each food vendor shall possess one 2A-40BC type fire extinguisher (or equivalent). Extinguisher must be fully charged and located in a readily accessible area. Extinguishers shall also possess a current inspection tag.

**LP Gas requirements:**

- LP gas containers shall be installed on the outside of the vehicle, protected from physical damage and, if enclosed, vented at the lowest possible point of the enclosure.
- All LP gas containers and appliances shall be properly secured.
- A shut off valve shall be installed at each appliance.

**CITY OF ORMOND BEACH**  
**BUILDING DIVISION**

**STANDARD OPERATING PROCEDURES FOR INSPECTIONS**

**DATE: 01/26/2011**

**PAGE: 3 of 3**

- **Gas supply shall be shut off at the tank when equipment is not in use.**
  - **Welded joints shall not be allowed on any piping.**
  - **Flexible connectors, such as hose, shall be approved for LP gas, not to exceed 36” in length and equipped with suitable connections at both ends.**
  - **There shall be no concealed connection.**
  - **In case of emergency, turn off gas supply at tank. (Do not extinguish any LP gas fire until gas has been shut off at said tank.)**
  - **Piping system, including hose, shall be tested and proven free of leaks.**
  - **Appliances installed within vehicles, booths, etc. shall be so located, so that a fire at any appliance will not block egress of persons from the vehicle or booth.**
  - **An adequate supply of outside air for combustion shall be available for all appliance installations.**
- 
- **The approved plans and placard must be on the jobsite along with a notice of commencement.**
  - **The work completed must match the approved plans or the inspection will not pass until an approved revision is at the jobsite or the work has been done strictly to the plan.**
  - **Any inspection that fails will be subject to a re-inspection fee per the department’s fee schedule.**
  - **A failed inspection shall be re-inspected once corrections have been made and the re-inspection fee is paid.**
  - **Upon an inspection being approved, the inspector will sign and date the placard at the jobsite.**
  - **The Chief Building Official will address any non-traditional inspection requests at his discretion.**