

# Gear Up. Ride it Down. Spokes and Scrub Jays Festival

February 23, 2019

## VENDOR Information

*Read entire application carefully*

### Registration Information

Each space is 10' x 10'

*(Entry form must be filled out)*

- **Fees are non-refundable due to bad weather.**
- Vendors may cancel with one week's notice from event. Spaces will be assigned on a first-come, first-served basis. There is no electricity. Recommended that units be self-contained.
- All entries **must** be accompanied by :  
Signed "Entry Form", payment, description of sale items or type of information you are giving out, all applicable licenses and copy of insurance with the City of Titusville, Merritt Island National Wildlife Refuge and the Titusville Area Chamber of Commerce listed as additional insured.
- The event committee reserves the right to reject any entry they feel is not consistent with a family event.

### Fee Schedule

Vendor	\$35
Food Truck	\$50

### When & Where

**The event hours are from 10 a.m. - 3 p.m. on Saturday, February 23, 2019.**

- A Vendor Map will be made for the event. Please provide us with detailed contact information, including e-mail, so that we can provide you with a map prior to the event.
- You must set up in the vendor location assigned to you. Spaces are assigned on a first come first served basis. If you are not in the correct location, you may be asked to move. You will also be asked to stay in your assigned space to pass out materials, free items or gather signatures. ***There will not be any roaming about the event.***
- Each Vendor is responsible to bring all of the equipment they might need for the day. This includes but is not limited to a tent, table, chairs, generator and electrical cords.
- **Timeline for Vendors:**
  - 8:00 a.m.** – Vendors will be allowed access to the set-up area at this time. Access to the parking lot will be on the east entrance of the Welcome Center Parking Lot.
  - 9:45 a.m.** – All vendor vehicles should be removed from the event area and parked in designated areas.
  - 10:00 a.m.** – Event begins!!! All vendors should be set up and ready to go.
  - 3:00 p.m.** – The event officially ends. Vendors should immediately begin tearing down and cleaning up. In order to allow event volunteers to go home in a timely fashion, we request that vendors be prepared to depart within one hour of the event end time.
- **Timeline for Food Truck:**
  - 9:50a.m.** – Food Trucks may arrive on Julia Court
  - 10:30a.m.** – Food Trucks set up for inspection
  - 11:00a.m.** – Food Trucks ready to serve

### General Information

The event will generally include children's activities, live music, food, exhibitors, vendors and other family friendly activities.

For event questions, please contact: Nicole Hall, Titusville Welcome Center/Chamber

321-607-6216

# ***Entry Form Spokes & Scrub Jays Festival***

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

Fee Schedule:

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

Vendor \$35.00 \_\_\_\_\_

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

Food Truck \$50.00 \_\_\_\_\_

City: \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Enclosed is \_\_\_\_\_ Check \_\_\_\_\_ Money Order  
**Make payable to Titusville Area Chamber of Commerce**

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

Charge my \_\_\_\_\_ VISA \_\_\_\_\_ Mastercard

Email: \_\_\_\_\_

How many 10x10 Spaces? \_\_\_\_\_

Card Number: \_\_\_\_\_

**Description of Activity:**  
(everything you will sell or handout at your booth)

Expiration Date \_\_\_\_\_ CVV # \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Zip Code for Card \_\_\_\_\_

\_\_\_\_\_

Cardholder Signature \_\_\_\_\_

***NO REFUNDS!***

*Rain or shine event*

*Cancellations must be made one week prior to event.*

I have read and I hereby agree to abide by the rules and vendor information set forth in this application/entry form and to accept full responsibility for my display and merchandise. I understand that I am solely responsible for any and all local, state and federal taxes applicable. I release the Titusville Area Chamber of Commerce, City of Titusville, Merritt Island National Wildlife Refuge and any other person(s) or organizations involved with this event from any claim, demand, suit, or course of action for any damage or injury occurring.

There is a no roaming policy, and timelines for set-up and tear down. Please initial below, which indicates that you have read the policy on the prior page.

Signature: \_\_\_\_\_

Initial Here: \_\_\_\_\_

**Please e-mail, mail or fax completed application to**

**Titusville Area Chamber of Commerce**

**2000 South Washington Avenue**

**Titusville, Florida 32780**

**Phone 321-267-3036**

**Fax 321-264-0127**

**Email: Hall@titusville.org**