



# ARTS AND CRAFTS VENDOR APPLICATION

Please complete **ONE** application for **EACH** event; sign the application and return it (first 3 pages, signed and initialed) with your donation, **proof of insurance, photo of set-up, and sample menu**. Check or Money Order made payable to NPRMS. Or call our office to process Visa or MasterCard payments.

**VENDOR SPACE IS 10'X10' @ \$50.00 PER SPACE  
(UNLESS OTHERWISE NOTED)**

EVENT	DATE(s)	TIME(s)	
_____ NIGHT IN THE TROPICS = \$25.00	August 19, 2016	Friday	05:00pm – 11:00pm
_____ HOLLYWOOD HORROR NIGHTS = \$25.00	October 28, 2016	Saturday	07:00pm – 11:00pm
_____ HOLLYWOOD OF THE EAST =	November 05, 2016	Saturday	12:00pm – 11:00pm
_____ MAIN STREET HOLIDAYS – Boat Parade–2 day event	December 02, 2016	Friday	05:00pm – 11:00pm
_____ MAIN STREET HOLIDAYS	December 03, 2016	Saturday	12:00pm – 11:00pm
_____ MAIN STREET HOLIDAYS –	December 10, 2016	Saturday	11:00am – 10:00pm

FIRST, LAST NAME: \_\_\_\_\_

DBA OR BUSINESS NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY TIME PHONE: (\_\_\_\_) \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

VALID SALES TAX CERTIFICATE NUMBER: \_\_\_\_\_

DESCRIPTION OF ITEMS AND/OR SERVICES: **MUST SHOW PHOTOS OF BOOTH DISPLAY AND ITEMS TO BE SOLD!**  
\_\_\_\_\_  
\_\_\_\_\_

**Other:** PLEASE INDICATE SIZE (LENGTH AND WIDTH) OF SPACE  
 Oversized \_\_\_\_\_  Tent \_\_\_\_\_  Trailer \_\_\_\_\_  Other \_\_\_\_\_

VENDORS MUST SHOW PHOTOS OF PRODUCT BEING MADE!!! ONLY ORIGINAL HANDCRAFTED WORK WILL BE ACCEPTED INTO THE ARTS & CRAFTS AREA. IF YOU HAVE A PRODUCT THAT IS RESALE OR NOT HANDMADE, PLEASE COMPLETE THE **COMMERCIAL VENDOR APPLICATION**.

**PLEASE NOTE:** **THERE IS NO ELECTRICITY AVAILABLE IN THE ARTS & CRAFTS AREA.** You are encouraged to utilize battery pack lighting, etc. If you choose to remain open in the evening, you are responsible to meet all fire safety regulations as set forth in the "fire safety rules" on page 4.



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Event will be held Rain or Shine. NO Refunds. NO Rain Dates.

**LOGISTICS AND REQUIREMENTS:**

New Port Richey Main Street, Inc. reserves the right to refuse admittance to any vendor whose product and/or work is deemed offensive or of questionable taste. New Port Richey Main Street Inc. reserves the right to selection & limitations of vendors. Each participant is responsible for collecting Florida State sales tax and reporting it to the Florida Department of Revenue. Each participant is responsible for their own display and must be open during advertised hours of the event. All vehicles must be removed from show area an hour prior to start of event. All participants must be registered, no exceptions. Spaces may not be shared. Tents, tables, chairs or devices for serving are the sole responsibility of the individual participant. Assigned sites may be reassigned at the discretion of Main Street or its representatives.

**FEES: ALL FEES ARE NON-REFUNDABLE.**

THE REGISTRATION FEE IS PER 10' x 10' SPACE. If you require more space please indicate that on the application and be prepared to pay additional fee\*.

**SPACE SIZE:**

Spaces are a total area of 10' X 10'.

**SET UP:**

Vendor must follow all rules and regulations as outlined by City, County and State Health Department. Please check in at the registration booth on site for your location. Set-up must be completed by 3pm for mandatory inspection

**BREAK DOWN AND CLEAN UP:**

Each vendor is required to break down their booth after the close of the event. Leaving prior to end of show will jeopardize participating in future events. Booths, tents, displays, trash etc. left until the next day WILL be charged a substantial additional amount in clean up fees and/or penalties. Clean up of booths and surrounding areas is the responsibility of the vendor. Any clean up by the City of New Port Richey, or an agent of the NPRMS, is a minimum rate of \$25.00 per hour with a 4 hour minimum.

**GENERAL RELEASE: (Must sign and return with each application)**

I, (please print name) \_\_\_\_\_ agree to the rules states in this agreement between myself and NEW PORT RICHEY MAIN STREET, INC. (NPRMS). I also agree to indemnify, defend, and hold harmless NPRMS, the CITY OF NEW PORT RICHEY, any and all SPONSORS and any and all members or agents from all claims, injuries, damages or actions caused or suffered by the exhibitor arising out of the activity or participation of the exhibitor in connection with this event. I also as the exhibitor agree to save and hold harmless NPRMS, the CITY OF NEW PORT RICHEY, any and all SPONSORS and any and all members or agents, for the damage of or loss of personal property and or effects of the exhibitor stored, used or sold during the activity which the exhibitor was a participant in. Florida State Tax collection is the responsibility of each vendor.

APPLICANTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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I have read and understood the fire safety rules (page 4)

\_\_\_\_\_  
(Signature)

I have read and accepted the conditions of inspection.

\_\_\_\_\_  
(Signature)

**PLEASE INCLUDE THE FOLLOWING:**

- \_\_\_\_\_ (Initials) Application form signed and completed
- \_\_\_\_\_ (Initials) Proof of "Certificate of Insurance" (Liability)
- \_\_\_\_\_ (Initials) Photo of booth display and items being sold
- \_\_\_\_\_ (Initials) Registration Fee (Check or Money Order; we also accept MasterCard and Visa over the phone at 727.842.8066)

**FAILURE TO SUBMIT ANY OF THE ABOVE INFORMATION FOR EACH EVENT WILL RESULT IN APPLICATION REJECTION.**

Mail completed application with a check (There will be a fee of \$35.00 charged for any return check; no exceptions). or money order (made payable to NEW PORT RICHEY MAIN STREET, INC.) for the registration/site fee and any additional services to:

NEW PORT RICHEY MAIN STREET, INC.  
6345 Grand Blvd.  
New Port Richey, Florida 34652

OR

If You Prefer To Pay By Visa or MasterCard, Call the Office 727.842.8066

The selection and/or limitation of vendors per category are at the sole discretion of New Port Richey Main Street, Inc. Confirmed vendors will be notified by mail or email.

Please refer any questions or concerns to: [eleanor@nprmainstreet.com](mailto:eleanor@nprmainstreet.com) or 727-842-8066.

**THANK YOU FOR YOUR PARTICIPATION**



# ARTS AND CRAFTS VENDOR APPLICATION

## FIRE MARSHALL, City of New Port Richey FIRE SAFETY RULES Vendor requirements for Special Events

All vendors are required to be on sight for Inspections. Inspection date and times will be sent to you on your vendor confirmation. Inspections times will be conducted approximately two to three hours prior to the event. Again, **ALL VENDORS ARE REQUIRED TO BE ON SITE FOR INSPECTIONS.**

All vendors must comply with the following at time of inspection:

- Tents:
  - Must conform with all applicable codes and requirements
  - Must be fire rated if over 10'x10' **OR** used for cooking of any type
  - **Must have label, certification or fire rating tag affixed to the tent fabric**
  - Must be located at least 10 ft. from any existing structure
  - **Must be properly anchored with 15 pounds weights per leg tied to tent to prevent harm in weather-related event**
- Portable ABC fire extinguisher:
  - Extinguisher must be properly inspected, serviced, and tagged as required by law
  - Must be located within 10' of cooking area
  - Extinguishers must be 5lbs or greater in size, ABC Certified
- **K type portable fire extinguisher if cooking with fryer or emitting grease laden vapors:**
  - Extinguisher must be properly inspected, serviced, and tagged as required by law
  - Extinguisher must be a minimum of 2.5 gallons or greater in size
- LP gas cylinders:
  - Properly anchored and secured as required by NFPA 34
  - Must be on solid surface
  - 3 point anchoring is recommended for larger tanks
  - Must be protected from vehicular traffic
- Cooking equipment:
  - Must be away from combustible material, and be in good working order
  - Must not obstruct walkways or exits
  - Maintain access to disconnect fuel supply or electric
- Electrical:
  - Must conform to requirements of National Electrical Code
  - **Extension cords must be 10 gauge 3-wire with ground when connecting to electrical source**
  - Generators and outdoor wiring must have GFI protection and must be quiet
  - All multi-taps shall be surge protected (Ex: 3 or 4 way splitters, power strips, etc.)
  - One power strip per 10 gauge cord allowed

It is the event coordinator's responsibility to assure compliance with all applicable Codes and requirements. For additional information, please contact: **City of New Port Richey Fire Department – 727-853-1032 or the Development Department – 727-853-1047.**