

## **Vendor / Display Guidelines for Summer Camp Showcase**

*A vendor is a crafts person, non-profit organization, civic organization, religious group, political group, or business, (whether an individual or group), participating in the Summer Camp Showcase Special Event.*

*Event Planner reserves the right to remove any vendor not adhering to the guidelines as set forth herein.*

1. Application/Email Confirmation along with payment, must be completed with a description of the activities to take place at your booth and submitted to the Event Planner / Host (Coastal Dreams Sports Center aka CDSC) no later than the posted deadline: March 31, 2023.
2. Each vendor will receive a space at CDSC. Each vendor is responsible to keep all items, signage, display ware, etc. inside their designated space. No signs, banners, decorations, advertising matter, or exhibits will be permitted in any other areas except by written permission of Event Planner. All displays and their personnel must remain within the confines of their own space and no vendor will be permitted to erect signs or display products obstructing the view or disadvantageously affecting the display of other exhibitors. Any personnel creating a disturbance or interruption of the event will be asked to leave.
3. Location of booth will be determined by the Event Planner according to the location of “like” booths. Space may be limited and is designated on a “first come, first served” basis.
4. The Event Planner provides space (approximately 10x10), a table and two chairs. You will need to bring your own table coverings.
5. Event hours must be observed, 12 PM – 3 PM. Set-up will begin at 11:00 AM. Tear down must be done by 4:00 PM. Early breakdowns cause disruption to the event and are not permitted. Vendors who leave early may not be allowed to participate in future events.
6. Vendor is responsible for all clean-up and disposal of trash within their space.
7. You may bring a stand to put up a banner or poster within your space as long as it does not affect other vendor displays (see #2). There is no place to hang banners.
8. The Event Planner has the right to remove or restrict vendors, without refund, who have entered into the show under false pretenses, or who are deemed by the Event Planner to be unsuitable or objectionable. This restriction applies to, but is not limited to, noise, persons, animals, conduct, printed matter. No amplification systems or equipment are allowed. \*

9. Set-up must be 100% complete by the time the event starts. Vehicle(s) must be removed from the event area and parked in approved spaces / lot.
10. There is no electricity available at the event.
11. If you plan on doing an activity/craft at your table, please provide the Event Planner with a description for approval. Certain activities may require additional insurance.
12. Vendor, at its sole cost and expense, shall procure, maintain, and carry in force throughout the term of this Agreement the following levels of insurance coverage. This coverage needs to be with a carrier licensed in the State of Florida. Current certificates of insurance must be provided to Event Planner and maintained at all times during this Agreement.

General Liability, and Product Liability Insurance Coverage: Vendor shall provide coverage for all operations including, but not limited to, Contractual, and Products and Completed Operation. The limits shall not be less than \$1,000,000.00 (One million dollars)/claim and minimum of \$2,000,000.00 (Two million dollars) aggregate, Combined Single Limit (CSL) personal injury and/or property damage, or its equivalent. Vendor shall, prior to the event indicated, provide Event Planner with a certificate of insurance indicating that the Vendor has product and general liability insurance covering any and all damages caused by Vendor or his employees, equipment, or products in an amount equal to \$1,000,000 per claim and minimum of \$2,000,000 aggregate. Vendor agrees to indemnify and hold harmless Event Planner (CDSC), and any and all “Title” and “Presenting” event sponsors from any and all loss or damage to Vendor, Vendor’s employees, customers, or any other person(s) attributable to any act or omission of Vendor **and list them as additional insureds.**

*\* “Unsuitable” or “objectionable” refers to a vendor who has a display with material that is pornographic, racially discriminatory, promotes illegal actions and/or is against City or County Codes.*

Company Name: \_\_\_\_\_  
 Vendor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_