



CITY OF DEFUNIAK SPRINGS 9th ANNUAL FLY-IN & EXPO

Vendor Application

You are invited to join the 10th Annual Marvel of Flight Fly-In & Expo on March 30, 2019.
Vendor space is limited, so please apply early.

Please review carefully and fill out application completely.

Representative Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Vendors must list ALL items. Only approved items are allowed for sale or display. No tobacco or related products, knives, tattoos, body piercing or related products are allowed on the premises or at the event.

Please allow enough space for all your equipment and canopy area. If your equipment and canopy do not fit in the required vendor area, all items will be removed prior to the start of the event to accommodate other paying vendors. **FOOD SERVICE VENDORS MUST SUBMIT PROOF OF INSURANCE WITH APPLICATION.**

PLEASE LIST THE DIMENSIONS OF YOUR OPERATING AREA _____

Vendor Space Fees: *(Please indicate all items that are required/applicable for your vendor area)*

Food Booth Space: 12 ft. X12 ft.- \$150.00 12 ft. X 24 ft.- \$250.00

Other Booth Space: 12 ft. X12 ft.- \$50.00 12 ft. X 24 ft.- \$100.00

Utility Services: Water: \$10.00 Electricity: \$10.00 Both: \$20.00

For additional request pertaining to booth space or utility services, please contact Ryan Adams, Vendor Coordinator at (850) 892-2000 or airportdirector@defuniaksprings.net .

I hereby acknowledge that I have read and agree to abide by the terms of this application and to any additional terms that may arise between now and date of the said event. I do understand if I do not abide by the terms outlined in this application, I understand that I may be asked to leave by city staff.

Print

Signature

Date

SEE BACK OF APPLICATION FOR MORE DETAILS



CITY OF DEFUNIAK SPRINGS

9th ANNUAL FLY-IN & EXPO

Rules and Regulations

1. No vendor attending the event shall consume or have in his/her possession any alcohol and/or controlled substance.
2. The City of DeFuniak Springs reserves the right to refuse any vendor who may violate community standards of decency or otherwise infringe upon the right of our patrons, exhibitors, or members of the public and to refuse space when deemed unsuitable by local authorities.
3. All **food** vendors will be required to submit proof of valid liability insurance with application.
4. Vendors must store, sell, and promote merchandise only within their designated space.
5. Giveaway items may not include T-Shirts or items being sold at the Event.
6. All items must be approved prior to the event.
7. Prices for items being sold must be marked for the public's view.
8. Licensing restrictions do not allow the sale or distribution of officially licensed products or use of the event logo/title or the City of DeFuniak Springs identification and/or logo.
9. Vendors will be required to stay the entire length of the event unless prior arrangements have been made through the event coordinator.
10. No vendor will be permitted to move from their assigned booth location.

Vendor Setup Times:

1. Vendors may set up their displays/equipment on Friday, March 29, 2019, at 2 p.m. – 5 p.m. or on Saturday, March 30, 2019, at 5:30 a.m. – 8 a.m. All vehicle traffic must be clear from the event site no later than 8:30 a.m. the day of the event. **Event staff recommends set up of booth(s) on Friday, March 29th.**
2. Vendors are invited to open for business Friday evening at no additional charge.
3. Staff suggests a canopy tent be utilized for shade and protection of vendor assets.
4. Neither the City nor event staff will be responsible for any items left at the event site.

Parking/Loading/Unloading

1. Please enter through Airport Access Gate 4 off of Gene Hurley Rd.
2. Vehicles will be permitted on-site for vendor setup, loading, and unloading purposes only.
3. Vehicle traffic must be clear from the event site by 8:30 a.m. on Saturday morning.
4. Special vendor parking will be made available within close proximity to the event site.
5. If electricity or water is required, you will be required to provide your own electrical cords and water hoses. We recommend 100 feet in length.
6. Booth spaces are assigned based on the specifications made in the application.

Rainout Policy

This event will not be rescheduled due to unfavorable weather conditions. No refunds will be issued unless notice has been given to the event coordinator in writing by **March 15, 2019**. Vendors will be subject to a twenty five (25) percent administration fee for all refund requests.

Payments shall be submitted in the form of check or cash along with a completed application and insurance if applicable. Mailed payments and applications shall be addressed to:

**DeFuniak Springs Airport
MOF 2019 Vendor Application
P.O. Box 685
DeFuniak Springs, FL 32435**