



## 12th Annual Delray Beach Garlic Fest

Feb. 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup>, 2011

[www.dbgarlicfest.com](http://www.dbgarlicfest.com)

### VENDOR & EXHIBITOR SPACE APPLICATION AND CONTRACT

Company Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

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

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

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

List products and services that will be displayed and/or sold (**ONLY ITEM LISTED HERE WILL BE PERMITTED FOR SALE**)

\_\_\_\_\_

**NOTE:** Space assignments for approved applicants accepted by DBA will be determined by the order in which they are received. No space assignment will be made without full payment and approval of your insurance requirements. Upon receipt of this application, payment and insurance acceptance, you will be notified regarding setup, festival rules, and any additional information.

**BOOTH REQUIREMENTS:**

Booth fee is for a 10'X10' space only – vendor must supply approved tent, lights, tables and chairs or optional rental is available at an additional cost. **Electrical is included – vendor must supply own lights and extension cords (min. #12 gauge/25 ft.) for hook-up.** Check here if you have additional (over 20 AMPS) electrical needs as fees might apply \_\_\_\_\_ YES \_\_\_\_\_ NO.

Any special requests? \_\_\_\_\_

<b>Vendor fee postmarked:</b>	AFTER Aug 31 <sup>st</sup>	<i>Regular Show Price</i>	\$426.00	\$ _____
	AFTER Jan 28, 2011	<i>Last Minute Price</i>	\$495.00	\$ _____
<b>Exhibitor fee postmarked:</b>	AFTER Aug 31 <sup>st</sup>	<i>Regular Show Price</i>	\$800.00	\$ _____
	AFTER Jan 28, 2011	<i>Last Minute Price</i>	\$930.00	\$ _____
<b>Optional Rental Package Available</b>				
	Tent, Table, 2 Chairs & Lights (ADD \$ 266.25)			\$ _____
<b>TOTAL</b>				\$ _____

**Enclosed is my check for full payment**       **Please charge my credit card for full payment**

Must be received PRIOR Jan. 30, 2011 and  
Be made payable to "Delray Beach Arts, Inc"

Visa       MasterCard

Name \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Acct. # \_\_\_\_\_ Signature \_\_\_\_\_

# VENDOR FACTS & INFORMATION

**EVENT DATES:** February 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup>, 2011 (Friday, Saturday & Sunday).

**LOCATION:** Downtown Delray Beach (Beginning at North Swinton Avenue & grounds of Old School Square on the North side of Atlantic Avenue)

**EVENT:** The Delray Beach Garlic Fest is an upscale gourmet food & entertainment event, modeled after the original Gilroy Garlic Festival in California. Delray Beach Arts, inc. is a non-profit organization with the purpose and primary goal of supporting community projects, charitable groups and service organizations. The three-day Delray Beach Garlic Fest is designed as a fundraising opportunity for the non-profit groups that staff the event. More than \$300,000 has been contributed back to the community over the past twelve years.

**ADMISSION:** Gated event

**ACTIVITIES:** The Garlic Fest offers a wide array of activities for the entire family including national act entertainment at the Main Stage, cooking competitions and demonstrations at Garlic Chef Stadium, garlic inspired foods at Gourmet Alley, recreational and educational activities in the Children's Area and a wide variety of arts and crafts and merchandise from our vendors.

**HOURS:** **SETUP DAYS (Thursday, Feb. 10<sup>th</sup> 4:00 pm – 7:00 pm / Fri., Feb. 11<sup>th</sup> 8 am – noon)**

**EVENT HOURS:** **Friday, Feb 11<sup>th</sup> (5:00 pm – 10:00 pm)**  
**Saturday, Feb 12<sup>th</sup> (11:00 am – 10:00 pm)**  
**Sunday, Feb 13<sup>th</sup> (11:00 am – 6:00 pm)**

## VENDOR CHECKLIST:

- \_\_\_\_\_ All contact information correct and completed on application, including e-mail address. Items/services listed.
- \_\_\_\_\_ Electrical requirements indicated. (**Vendors must supply own extension cords and lights**)
- \_\_\_\_\_ Rental package ordered if needed.
- \_\_\_\_\_ Copy of certificate of insurance w/ DBA Inc. listed as additional payee for approved food sampling vendors. (Fax to 561-278-0555)
- \_\_\_\_\_ Payment method and information included (check or credit card).
- \_\_\_\_\_ Vendor rules and regulations signed, dated, and included.

# VENDOR RULES AND REGULATIONS

**SIGN AND DATE THIS FORM AND SUBMIT IT WITH YOUR APPLICATION.**

1. **MUST BE AN APPROVED 10 X 10 TENT IN GOOD CONDITION.** MUST USE WEIGHTS, NO STAKES ALLOWED.
2. YOU MUST ADHERE TO THE HOURS OF THE EVENT AS LISTED ON PAGE ONE. PARTICIPATION IS REQUIRED ON ALL THREE DAYS. **Early breakdown will result in exclusion from ANY of our future events.**
3. YOU **MUST BE SET-UP FOR INSPECTIONS 3 HOURS PRIOR** TO THE ANNOUNCED OPENING TIME ON FRIDAY, Feb. 11<sup>th</sup>. YOU MUST BE OPEN FOR BUSINESS 1 HOUR PRIOR TO THE PUBLISHED OPENING TIME ON FRIDAY, February 11<sup>th</sup>, SATURDAY, February 12<sup>th</sup> AND SUNDAY, February 13<sup>th</sup>.
4. YOU, YOUR STAFF, AND YOUR BOOTH MUST BE REMAIN NEAT, CLEAN AND KEPT IN AN ORDERLY FASHION. EXHIBITS AND DISPLAYS MUST BE CONTAINED WITHIN BOOTH SPACE. CONDUCT AND DISPLAYS MUST BE APPROPRIATE.
5. YOU AND YOUR STAFF MUST PHYSICALLY STAY WITHIN YOUR BOOTH AREA. IF YOU ARE COLLECTING INFORMATION FOR CONTESTS OR LEADS, YOU MAY NOT BLOCK OR IMPEDED TRAFFIC FLOW TO OTHER VENDORS.
6. VENDORS ARE RESPONSIBLE FOR THE COLLECTION AND PAYMENT OF THEIR OWN SALES TAX.
7. ONCE YOUR SPACE APPLICATION IS APPROVED **NO REFUNDS** WILL BE ISSUED.
8. THE EVENT STAFF IS WILL NOT BE LIABLE FOR ANY LOSSES OR DAMAGES OF ANY KIND THAT OCCURS AT YOUR BOOTH. THE EVENT STAFF HOWEVER, PROVIDES 24 HOUR SECURITY THROUGHOUT THE EVENT.
9. **A MAXIMUM OF 4 VENDOR WRIST BANDS** WILL BE GIVEN UPON VENDOR CHECK-IN, THIS AMOUNT IS NON-NEGOTIABLE.
  - \* Bring your own dolly, there is no guarantee you will be able to drive up to your assigned booth.
  - \* No selling/soliciting outside assigned booth area.
10. NO "KNOCK-OFF" ITEMS PERMITTED.
11. IF YOU ARE SAMPLING AN APPROVED FOOD PRODUCT AT YOUR BOOTH, YOU MUST PROVIDE A COPY OF YOUR LIABILITY INSURANCE CERTIFICATE WITH DELRAY BEACH ARTS, INC. LISTED AS AN ADDITIONAL INSURED AND FAXED TO 561-278-0555.
12. THERE ARE NO **REFUNDS ON DEPOSITS OR FOR CANCELLATION** OF EVENT DUE TO RAIN OR ACTS OF GOD.
13. NO PETS ALLOWED AT EVENT.

I would like to participate in the 12<sup>th</sup> Annual Delray Beach Garlic Fest on February 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup>, 2011 in Delray Beach, Florida. I agree to abide by all of management's rules and regulations. I understand that this contract shall be legally binding between the two parties. I agree that DBA may take precautions to safeguard vendors' property through theft, life, accident or any other causes. Vendors should insure their own exhibit and display materials. DBA does not and will not assume liability for any theft, injury, nor any other accident that may occur during the event to visitors or vendors.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_