

Dickens On Centre

Office Use Only

Vendor: _____
Date Received: _____
Payment: _____
Review: _____
_____ Accepted _____ Declined
Booth Space: _____

VENDOR INFORMATION & APPLICATION

Thank you for your interest in participating as a vendor in the 3rd annual Dickens on Centre event in Amelia Island, FL. We are looking for participants who are able to provide Victorian-era or holiday theme event-themed food, beverages, and products only. The selection of vendors will be based in part on the adherence of the event theme and is at the sole discretion of the AITDC.

Festivals Date: December 8-10, 2017 in Amelia Island, FL

Application Deadlines: Early Bird: May 31, 2017 **Final:** October 4, 2017

www.AmeliaIslandChristmas.com

VENDOR PAD FEE

Vendors placed along Centre Street by the AICVB are required to use our setup. The pad fee for the 3-day festival includes the following:

- Application processing fee
- 10'x10' space
- 10'x10' tent w/ 2.5' high solid front and weights (reference photo below)
- 2'x10' vinyl vendor name banner
- (2) 8' tables
- (2) chairs
- Electricity
- Booth setup & breakdown

Food Vendors: \$400*

Non-Food Vendors: \$300*

**Early bird discount: \$100 off pad fee if application and non-refundable deposit received by May 31, 2017.*

VENDOR BOOTH SETUP:



VENDORS RULES & REGULATIONS

Licenses/Insurance/Tax:

1. Vendors selling food must have the appropriate permits and licenses from the State of Florida at the event.
2. It is the Vendor's responsibility to collect and remit state sales tax to the State of Florida on items subject to state sales tax.
3. Vendors are to comply with all federal, state, local, and special statutes/ordinances regarding public health, safety, and welfare.
4. Vendors are responsible for their own personal liability and product liability insurance. Dickens on Centre and Amelia Island Convention & Visitors Bureau are not responsible for any liability arising out of negligent acts of the vendor or their employees or for any injuries sustained by employees or vendors.

Event Set-Up/Restocking/Dismantling:

1. Vendor's displays and materials must be in presentable condition and must be flame retardant. Vendor must be able to provide proof of flame retardation if requested. Tent sides should be left up or off. Every effort should be made to make display of products attractive.
2. Vendors are required to bring their own additional tables/chairs over those supplied, signs, equipment and garbage receptacles. Equipment is available for rent from PRI Productions.
3. Vendors must keep their merchandise within the allotted boundaries of the booth space.
4. Vendors may only sell approved items listed on application. You may be asked to remove unapproved items.
5. All signs must remain within the allotted vendor's booth space (unless otherwise specified) and must not block traffic or pedestrian ingress or regress or interfere with other vendors' displays or views or brick and mortar businesses.
6. The use of quiet/whisper generators must be pre-approved. Dickens on Centre reserves the right to determine if a generator is a noise nuisance and must be turned off.
7. Vehicles may only be parked in the event area during set-up and breakdown. During set-up, vendors will be directed to a specific area for vendor parking during event and nighttime hours.
8. **Vendor agrees to abide by the following schedule:**

Open to Public:	Friday, December 8	5:00pm - 9:00pm
	Saturday, December 9	10:00am - 9:00pm
	Sunday, December 10	10:00am - 7:00pm
Vendor Set-Up:	Friday, December 8	12:00pm - 4:00pm
Restocking:	Friday, December 8	9:00pm (RESTOCK ONLY)
	Saturday, December 9	7:00am - 9:30am; 9:00pm (RESTOCK)
	Sunday, December 10	7:00am - 9:30am (RESTOCK ONLY)
Breakdown:	Sunday, December 10	7:00pm*
9. Only hand-carried restocking may be done while event is open to public.
10. Do not start breaking down or moving vehicles into the event area while event is open to public or until the police department have granted permission.
11. No digging for postholes, etc. allowed. Any needs must be pre-approved to prevent damage to underground irrigation and electrical lines.
12. Vendors are responsible for cleaning area of any debris prior to leaving. Any fines charged to Dickens on Centre for trash removal will be the responsibility of the vendor. Failure to pay fee(s) will eliminate the vendor from future events.



13. All vendors must handle trash removal from their booth. Vendors who fail to comply will be fined.
14. Vendors violating regulations and event schedule will not be invited back.

Fire Extinguisher:

If you are using any electricity, propane, generator or have an open flame, you **MUST** have a 10 lb. ABC Fire Extinguisher with a current certification as required by the Fernandina Beach Fire Marshall.

Booth or Cart Displays and Decorations:

Most booth spaces are 10'w x 10d' in size (unless otherwise specified) with a 10'w x 10'h tent. All vendors participating in Dickens must create a Victorian holiday theme with decorations and set-up of their booth display. Vendors may use carts, tables, props, signage, banners, artwork, greenery, etc. to enhance their area. Christmas decorations, bows, ribbon, etc. can make the booth look more festive along with candles, lanterns, and lamps. Example decorations include British flags, natural garland, fruits, wood, ribbons, flowers, lace, and old-fashioned/antique-style pieces. If interested in renting setup and booth décor, contact PRI Productions.

Vendor Booth Guidelines:

1. Booth displays must be decorated for the holiday season; preferably traditional, classic Christmas colors.
2. All tables must be skirted.
3. No glitter, tinsel, or metallic garland can be used to decorate booth.

Vendor Responsibilities:

1. Vendors may not sub-lease assign or apportion their booth space. No more than 1 business may exhibit in a single booth space unless approved by Amelia Island Convention & Visitors Bureau.
2. Vendors are encouraged to safeguard their products as Dickens on Centre will not be liable for any losses. Overnight security will be provided but does not guarantee safety of items left unattended. The AICVB will not be responsible for any loss or damages to items left unattended.
3. All vendors and all others working in vendor booths **must be dressed in Victorian/Dickens/old-fashioned holiday costumes.** (Vendor costume ideas to follow)
4. The sale of alcoholic beverages and/or drugs is prohibited.
5. Smoking is offensive to most of our health conscious customers. As a courtesy, Vendors are asked to take their smoking breaks away from booths and customers.
6. Dickens on Centre will provide all entertainment, music, and announcements. If you are interested in providing your own music and/or entertainment, it must be pre-approved by Amelia Island Convention & Visitors Bureau.

Enforcement of Rules:

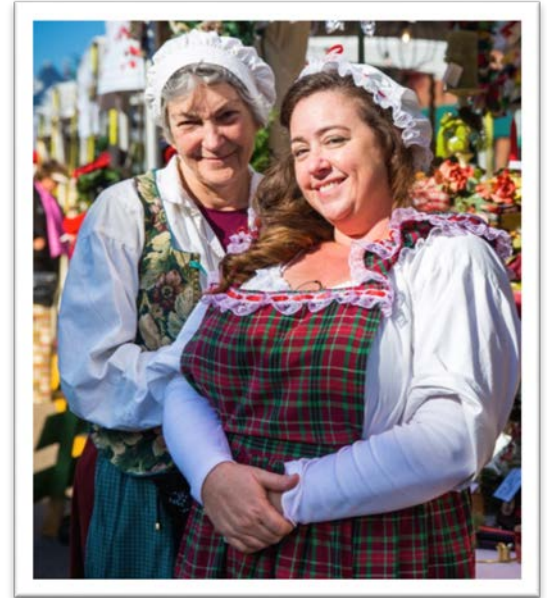
1. All vendor concerns should be reported to the event organizers of Dickens on Centre.
2. Any dishonest practice will constitute immediate removal.
3. Any violation of non-compliance is cause for immediate termination of this application/space contract.



Costume Ideas:

GENTLEMEN

- **Victorian hats:** Top hats, pork pie caps, flat/wide-brimmed hats, round top hat with curved brim, etc.
- **Shirts:** Plain white shirts with collar turned up or with ribbon, scarf, or cravat tied in a knot at neck.
- **Vest:** Brocade or silk with or without a jacket. Long-tailed jackets and even capes are acceptable.
- **Pants:** Roll up wool, corduroy, cotton, etc. pants in black, tan, burgundy, or grey color with rubber band in the last roll below the knee to give a knickers effect. Wear knickers if you have them or wear long dark socks and pull them up to tuck under pants.
- **Accessories:** Suspenders, walking sticks, canes, spectacles, etc.
- **Shoes:** Black or dark-colored dress shoes.



LADIES

- **Victorian hats:** Cover a straw or felt hat with lace, flowers, feathers, ribbons, and bows. Domestic servants wore mop caps in the Victorian era.
- **Hair:** Curls, pulled back in a bun, braids.
- **Dresses:** Floor-length taffeta, satin, brocade, silk, and similar style dresses are perfect for these costumes. Lace and ruffles at the neck and cuffs (you can pin, iron-on, sew, or Velcro lace, ribbons, flowers, or ruffles on any outfit).
- **Tops:** Plain white or solid color ladies dress shirts with lace, ruffle, ribbon, and flowers. You can tie a thin piece of ribbon in a bow and pin/tie it at the neck with a brooch or artificial flower.
- **Gloves:** Lace, crocheted, satin, and cotton.
- **Skirt:** Floor or ankle-length skirts in silk, brocade, velvet, satin, or cotton. Most colors and some subtle designs (such as paisley). If the skirt is full, you can add a petticoat or hoop skirt under it. Wide ribbon or matching material tied around the waist with a bow in the back creates the look of a cummerbund.
- **Shoes:** If you have a floor-length gown, wear a comfortable walking shoe. If your shoes will show, pointy-toed flats or boots.



Dickens On Centre

2017 VENDOR APPLICATION

Vendor Name:

Contact Person:

Email:

Phone:

Cell:

Address:

City:

State:

ZIP Code:

Website:

Food or Non-Food Vendor:

Do you have a current Department of Business and Professional Regulation (DPBR) license?:

Y/N: _____

If no, then there will be a fee incurred of \$91 to be paid to DPBR in the form of cashier's check or money order. DPBR will collect payment on a to be determined due date. If you have a current license, please send a copy with your completed application. If your business requires a different type of permit, please provide details.

Vendor Details:

Please supply a list of the event-themed products or food/beverage* (Victorian-era or holiday themed) you propose to sell:

Only items listed will be allowed for sale. **Food & Beverage - i.e. roasted chestnuts, gingerbread, pudding, pies, fish and chips, cider, tea, etc.) No alcohol permitted. **Arts & Crafts & Retail** - i.e. Victorian-era hats, accessories, décor, candles, arts & crafts, games, toys, jewelry, etc.*

Electricity and Water: Electricity/water is limited and is not guaranteed until confirmed by AICVB.

Do you require water? _____ Y/N

Do you require electricity? _____ Y/N

Please indicate exactly what type of equipment you will plug in:

Amps required: **Make sure to complete this section in its entirety. Electricity will not be guaranteed if this section is not completed upon submission.

2017 VENDOR APPLICATION

Space: Vendors are allotted a 10'w x 10'd space with a 10'x10' tent, unless otherwise required or specified. If additional space is required, please specify:

Cooking Methods:

_____ Off-site preparation, no on-site cooking
_____ Cooking with electricity
_____ Cooking with propane/sterno cans

Vehicles/Trailers:

Vehicles will only be allowed on event grounds during designated set-up and breakdown times.

Do you require space for a cooking trailer or truck*? Y/N: _____

If yes, how much space do you require? _____

*Limited space available, subject to approval

VENDOR AGREEMENT

By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Fernandina Beach, Dickens on Centre, and the Amelia Island Convention & Visitors Bureau from any and all claims, demands, action, or right of action arising out of or by reason of the use of Dickens on Centre. The Vendor agrees to protect, defend, indemnify and hold harmless Dickens on Centre and the Amelia Island Convention & Visitors Bureau, its officers, Board members, agents and volunteers from and against all claims, demands, expense, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or grow out of any act or omission of the Vendor and its agents, or any and all costs, expenses and attorney fees incurred by the Vendor as a result of any claim, demands or causes of action arising out of operating as a Dickens on Centre vendor. I have received, read and understand the terms and conditions described on this application and agree to comply with the requirements set forth in this application. I assume all responsibility for investigating and complying with said regulations. No refunds or credits will be issued for vendor cancellation or inclement weather cancellation. Furthermore, I agree to allow the AICVB and its contracted photographer/videographer to photograph and video my/business appearance at the event without further compensation. By signing below, I agree to all of the rules and regulations of Dickens on Centre.

Signature of applicant:

Date:

Postmarked Application Deadline:

Monday, October 4, 2017

Please send your completed application to:**

Amy Lacroix at alacroix@ameliaisland.com

***Application must be complete in its entirety before review and approval. Incomplete applications will be returned before the AICVB will be accept.*

Please send check payable to:

Amelia Island Convention & Visitors Bureau
2398 Sadler Road, Suite 200, Fernandina Beach, FL 32034