

VENDOR INFORMATION & PARTICIPANT AGREEMENT

The Rotary Club of Wakulla County invites you to participate in our 28th Annual Valentine's Day Parade and Festival! This community celebration brings together families, businesses, churches, schools, civic organizations, and vendors from throughout the region. Proceeds support local charitable causes and community initiatives.

VENDOR SELECTION & ELIGIBILITY

Vendor space is limited. Rotary reserves the right to review applications and approve or decline participation based on available space, event suitability, product variety, community standards, and the overall goals of the festival. Priority will be given to Wakulla based businesses with handmade arts and crafts, unique merchandise, nonprofit organizations, educational and informational exhibitors, and food vendors. General merchandise typically associated with flea markets will not be accepted. Vendors may not sell products or display materials that are unlawful or reasonably determined by the event organizers to be inappropriate for a family-oriented community event. Applying does not guarantee acceptance or booth placement. Vendors may sell or display only the products and services approved in their application. Any additions or changes require prior approval.

FOOD VENDOR REQUIREMENTS

To provide variety for festival attendees, the number of food vendors and similar menu offerings will be limited. Food vendors are encouraged to apply early. Food vendors must provide their own equipment, supplies, potable water, and power source unless otherwise approved in writing. Food vendors must also obtain all applicable food service permits, licenses, inspections, and approvals required for their operation. Food vendors are responsible for complying with applicable federal, state, and local food safety, sanitation, and health requirements. Regulatory agencies may inspect vendor operations. Vendors must have all required documentation available upon request. Approval by the Rotary Club does not constitute approval or licensing by any regulatory agency.

EVENT SCHEDULE & SETUP

Vendor setup begins at **7:00 am**. All nonessential vehicles must be removed from the festival grounds by **8:00 am**, and vendors must be fully set up and ready for business by **9:30 am**. The parade begins promptly at 10:00 am, and the festival concludes, with vendor sales ending, at **2:00 pm**. Vendor setup will take place while parade preparations are underway. Vendors must follow all directions from event personnel and avoid obstructing parade staging, pedestrian walkways, emergency access, or other designated areas. All vehicles must be removed from the festival grounds by **8:00 am** and parked legally in designated areas outside the park. The only exception is an approved food truck or trailer that serves as the vendor's operating booth and is permitted to remain in its assigned space.

BOOTH ASSIGNMENTS & EQUIPMENT

Booth locations will be marked on Friday, February 12. Vendors may view their assigned locations between 3:00 pm and 5:00 pm Friday or check in beginning at 7:00 am Saturday. The Rotary Club will assign booth locations based on application and payment receipt dates, available space, vendor type, electrical needs, equipment dimensions, and event logistics. Although timely applications will be considered when making assignments, specific locations are not guaranteed. Vendors must provide all equipment and furnishings necessary for their operation, including tables, chairs, tents, displays, extension cords, and other supplies. Electric generators are permitted, subject to event safety requirements and prior approval. Generators must be operated safely and positioned so they do not create hazards or excessive disruption to other vendors or attendees. Vendors requesting electricity must identify their requirements on the application and receive approval in advance. Electrical connections are not guaranteed. Vendors are responsible for securing their merchandise, equipment, and personal property. **There is no overnight security provided at Hudson Park.**



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VENDOR FEES & PAYMENT

The following Rotary Club participation fees apply:

- Food and concession vendors $100
- Commercial vendors, businesses, and individuals selling merchandise or services $40
- Nonprofit, educational, and informational organizations $15

Payment and registration:

- Applications and payment must be received by February 2, 2027, to avoid the late fee.
- Applications received after the deadline will be accepted only if space is available and will incur the $15 late fee.
- Payment may be made by check or credit card. Returned checks will be charged a return check fee of $35.
- To pay by credit card, email a completed application to WakullaRotary@yahoo.com and request an invoice.
- All vendor fees are **nonrefundable** once the application is accepted and the booth assignment is confirmed.

Mail completed applications and payments to:
Wakulla Rotary Valentine Celebration, Rotary Club of Wakulla County, P.O. Box 148, Crawfordville, FL 32326-0148 or email them to WakullaRotary@yahoo.com.

VENDOR RESPONSIBILITIES & AGREEMENT

By submitting this application and signing below, the applicant agrees to the following:

- Compliance: The vendor will comply with all applicable federal, state, and local laws, regulations, park policies, and event rules. Vendors will follow all reasonable instructions issued by event organizers and authorized park personnel.
- Permits and Taxes: The vendor is responsible for obtaining and maintaining all licenses, permits, inspections, and approvals applicable to its business and activities. Vendors are also responsible for determining and meeting their own Florida sales and use tax registration, collection, reporting, and payment obligations.
- Safety and Property: The vendor is responsible for the safe setup, operation, maintenance, and removal of its booth, equipment, merchandise, vehicles, and displays. All items must remain within the assigned space and may not create hazards for attendees or other vendors.
- Damage and Cleanup: The vendor is responsible for damage to park property caused by its operations, personnel, equipment, or guests and must leave its assigned area clean and free of trash, debris, and personal property.
- Insurance and Liability: The vendor assumes responsibility for its own operations, personnel, equipment, and property. To the fullest extent permitted by Florida law, the vendor agrees to indemnify and hold harmless the Rotary Club of Wakulla County, its officers, directors, volunteers, and event representatives from third-party claims, damages, losses, and reasonable expenses, including attorney's fees where recoverable, to the extent arising from the negligent or wrongful acts or omissions of the vendor or its employees, agents, or representatives in connection with participation in the event. This provision does not waive or transfer liability for the negligence or wrongful conduct of an indemnified party to the extent prohibited by law.
- Assignment and Termination: The Rotary Club reserves the right to assign, relocate, or reassign booth spaces as reasonably necessary for safety, accessibility, operational, or event-planning purposes. The Club may deny participation or terminate a vendor's participation for failure to comply with this agreement, applicable laws, or event rules.
- No Guarantee of Security or Sales: The Rotary Club does not guarantee attendance, sales, revenue, weather conditions, or uninterrupted operation of the event. Vendors are responsible for their own business decisions and property security.
- Acceptance of Terms: By signing below, the applicant acknowledges that they have read, understand, and agree to the requirements and conditions of participation.



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BUSINESS NAME: _____

CONTACT NAME: _____ PHONE: _____

EMAIL: _____

VENDOR CATEGORY: ☐ Food Truck ☐ Art/Crafts/Snacks ☐ Commercial ☐ NonProfit ☐ Other: _____

FOOD VENDORS (Required Response): Amperage Required: _____ Length of rig: _____

☐ I will provide my own generator/power source.

☐ I am requesting an approved electrical connection.

NON-FOOD VENDORS – ELECTRICAL REQUEST: ☐ No electricity required ☐ Electricity requested (subject to availability and approval, please add $15 to payment)

FOOD VENDORS – REQUIRED INFORMATION (Primary Food/Beverage Products (list 1–3):

1. _____ 2. _____

3. _____

NON-FOOD VENDORS – REQUIRED INFORMATION: Describe the products, services, or information you plan to offer: _

_____

_____

_____

PAYMENT SUMMARY

Rotary Club Vendor Fee: ☐ $100 (Food Truck) ☐ $40 (Business/Vendor) ☐ $15 (NonProfit)

Electrical Fee (if applicable): $15.00

Late Fee (if applicable): $15.00

TOTAL PAYMENT ENCLOSED/DUE: $_____

Payment Method: ☐ Check ☐ Credit Card

APPLICANT CERTIFICATION

I certify that the information provided is accurate and complete. I have read and agree to the vendor requirements and participation agreement outlined above.

Signature: _____ Date: _____

THANK YOU FOR HELPING US CELEBRATE COMMUNITY AND SPREAD THE LOVE!

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