



2020 Florida Folk Festival Food Vendor Guidelines

Mission. The mission of the Florida Folk Festival is to provide a Florida heritage-based celebration while conserving and interpreting Florida's diverse folk cultures and traditions.

Purpose. The Florida Folk Festival celebrates the folk songs, music, dance, stories, crafts, foodways and other forms of traditional expression that reflect the folklife of Florida. The festival's primary purpose is to present Florida folk artists and other keepers of Florida's traditional knowledge to the public. This is accomplished through performances and demonstrations by folk artists and other tradition bearers.

Florida *folklife* is defined in Florida law as "the traditional expressive culture shared within the various groups in Florida: familial, ethnic, occupational, religious and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry, and handicrafts, which forms are generally learned orally, by imitation or in performance and are maintained or perpetuated without formal instruction or institutional direction."

Application and Review. To participate as a food vendor at the 2020 Florida Folk Festival, please complete the accompanying application and Release/Assurance form. If you're not able to submit your application electronically, please print and submit through the US Mail. If you're not able to print, applications may be obtained by calling toll free 1-877-635-3655. Return all required information to Stephen Foster Folk Culture Center State Park (address is at the top of the application form). Applications must be postmarked by **December 1, 2019**

Commercial vendors must submit a copy of your state sales tax revenue form and a copy of your commercial license (state officials will be on-site to inspect your operations) **with** your application. Applications submitted without the proper forms will not be reviewed and will be returned to the applicant.

Nonprofit groups and churches must submit a copy of your IRS letter of determination, a copy of your state sales tax revenue form and a letter from your president or chairperson authorizing you to collect revenues on behalf of the organization. Failure to submit the required paperwork will cause you to be considered a commercial vendor and you will be required to purchase the state commercial permit and be inspected as a commercial vendor.

Selection of Food Vendors. An invitation to participate as a food vendor is based on the applicant's ability to represent traditional foodways of Florida, including how well the food reflects the traditional, ethnic and regional foods of the state, how appropriate the food is to the Festival, and the overall variety of foods offered at the Festival. Vendors must be available all three days of the festival. In order to qualify for selection, vendors must demonstrate a significant relationship to Florida such as residency. Vendors may not duplicate menu items. Selected food vendors, in keeping with the mission, purpose and definition of Florida Folklife must present an appropriate appearance of their vending area. Because of limited competition and aesthetics, carnival style vending set-ups will not be allowed. Preference is given to food vendors whose prices are affordable in a rural family setting.

Note: Participation in prior Florida Folk Festivals does not guarantee an invitation to the 2019 Festival. Priority in selection will be given to those vendors who complete the application in its entirety, including specific needs for water, electrical plugs, and booth size.

Vendor Locations:

Vendor site locations are determined by the event coordinator. The location and placement of each vendor is determined by many factors, including the size of the vending area, electrical needs, sells performance from previous years, overall theme and the appearance of your vending area. We do not guarantee the same site location or venue area each year. Vendors are located to best accommodate all vendors and to meet visitor needs and trends.

Vendor Fees: Vendors are required to pay 15% of their gross sales to the Florida Folk Festival except for booths located at the Amphitheater. **Please do not send fees with your application.** No application or booth fees are required. Vendors are responsible for paying 7% sales tax. We will be forwarding your vendor information to the local tax office after the Festival. ***All vendors should be prepared to pay their vendor fees on Sunday night of the festival.***

Vendors located at the Amphitheater Food Court are required to pay a fee equal to 20% of their gross sales, reflecting this area's extended hours of operation. Vendors assigned to this area are required to remain open to the public for food sales at least until 12 midnight each evening in order to serve large audiences attending night concerts at the Amphitheater Stage

Vendor Authorization

You must complete the Short-Term Vendor Permit that is included as part of your application process. Please read the agreement carefully. **Pay special attention to the requirement that each vendor must now complete a sexual predator and sexual offender check on its employees, representatives and volunteers prior to being allowed to set up at the Festival. Records of these checks must be provided to the Florida Folk Festival by April 1, 2020 and must be maintained by each vendor.** Please also note that the Festival has the responsibility of making these checks for the contact person listed on each application. The festival cannot accept any vendors that appear in these databases, nor are any vendors allowed to have any employees, volunteers or representatives that appear in these databases. We have provided links below to the two sites applicants are required to check to comply with permit requirements.

<http://offender.fdle.state.fl.us/offender/homepage.do>

<http://www.nsopw.gov>

Food Service Regulations: Food service areas must have a roof, hot and cold running water, hand wash facilities, and comply with other temporary food service guidelines as provided by the Florida Administrative Code, Chapter 10D-13. Electrical outlets at the Festival are limited. To maximize our use of available electrical and water hook-ups, you will be asked to share a bank of electrical outlets. Please do not use more than the maximum number of amps provided. For Marble Stage vendors, no more than two appliances per concession can be used at the same time. One coffee pot and one toaster equal 15 amps. Vendors are responsible for any equipment required for operating a booth, including but not limited to electric stoves, grills, burners, refrigerators, tables, chairs, pots, mops, brooms, and fire extinguishers. Please do not play loud music or make noise at a level that disturbs other food booths and stage areas located nearby. Commercial food vendors will be inspected and must pay the permit fees required by the State of Florida.

Vendors with self-contained food service units must meet local health regulations for preparing and serving food. Self-contained sites do not have electricity or running water available. Permission may be granted on a case-by-case basis for the use of gas appliances or quiet generators. Self-contained units may not use more than 400 square feet for their food service area. A limited number of self-contained service areas are available to vendors who meet the qualifications for mobile food service.

Menus should list all of the items you plan to serve and their prices. **You may not change your menu or food prices from your approved application** without consulting the Food Vendor Coordinator at least four weeks in advance of the Festival.

Use paper plates and cups only. Styrofoam plates and cups are strongly discouraged.

Applicants will be notified of their status by December 15.

2020 Food Vendor Application

FLORIDA



FOLK FESTIVAL

Florida Folk Festival
Stephen Foster Folk Culture Center State Park
PO Drawer G
White Springs, FL 32096
Toll Free: 1-877-635-3655
Web: www.FloridaFolkFestival.com

May 22 – 24, 2020

In order to submit your application – download the free Adobe Reader Program at www.adobe.com/go/reader. Complete the application on your computer and click the SUBMIT button in the upper right hand corner. If you need assistance please call our toll free number. If you're not able to submit electronically, please return this application to the above address, postmarked by **December 1, 2018**.

Priority is given to those applicants who complete all of the information requested on the application.

Applications may not be faxed

Name of Business _____ Type of Food _____

First Name of Contact _____ Last Name of Contact _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

Work Phone _____ Home Phone _____

Cell Phone _____ Email _____

When is the **best time** _____ and **manner** _____ to contact you if we have any questions?

Tax Revenue Number _____

(Required for sales. If you do not have a State of Florida Tax Revenue Number, a **certificate** must be obtained and a copy must be provided to the Florida Folk Festival no later than **April 1, 2020**. **Vendors without a Tax Revenue Number will not be allowed to set up.**)

I am a Commercial Food Vendor - Please provide a copy of yearly commercial license to the festival office no later than April 1, 2020. Inspections will be conducted on Thursday afternoon or Friday morning, May 21 or 22, at which time commercial vendors without a yearly license will be required to purchase the permits required by the State of Florida **on site**.

I am a Non-Profit Vendor Non-Profit Organizations and Church Groups must submit proof of their IRS status and a letter from the president or chairperson of the organization/church authorizing you to collect revenue on their behalf. Non-profits that fail to submit the required documents will be considered commercial vendors and will be required to follow policies for commercial vendors. **You must also have a Florida Tax Revenue Certificate.**

Name of Business: _____

Photographs

All first-time applicants, commercial vendors, and self-contained food wagons must submit 5 photos (either prints or in a digital jpeg format), clearly showing the concession in operation and the kind of food being sold. Photos must be labeled with concession and contact person's name and mailed to the festival office.

Enclosed are 5 photos Yes

Exemption From Public Disclosure

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under S11907, F.S.?

*Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support, and certain investigators in the Department of Children and Families.

Exempt? Yes

Participant Passes

The number of entry passes for food booths is based on the location of the booth, the number of hours required to serve food, and whether the booth has commercial or nonprofit status. Booths at the Amphitheater may receive up to 8 passes due to extended festival hours. Nonprofit organizations at the Old Marble Food Pavilion may receive up to 12 passes due to their non-commercial status.

You will be asked to submit requests for participant passes once you have been selected for the festival. Vendors not submitting required paperwork by April 1 2020 will not be receive passes.

Arrival/Departure Times:

Arrival: Thursday am Thursday pm Friday am

All vendors are required to pick up their participant passes prior to checking in for vendor set up. Vendors arriving after 5 pm on Thursday will not be allowed to set up until Friday morning. Vendors setting up without checking in with the vendor coordinator will be asked to leave.

Departure: Sunday pm Monday pm

All vendors must depart the park and campground no later than Monday, May 25, 2020 by 3:00 p.m.

Name of Business: _____

ELECTRICAL AND WATER REQUIREMENTS

Electrical outlets and water hook-ups are limited. If you cannot function without electricity, please indicate below. A limited number of food concessions using generators also will be selected. **You must include information on the number of outlets and amperage required.** Adapters can be used for 30 amp RV receptacles.

Electricity Required - Check the type and number of outlets you will need:

50 Amp, 230 Volt stove receptacle	_____ Number	_____ Total Amps Needed
30 Amp, 120 Volt RV receptacle	_____ Number	_____ Total Amps Needed
20 Amp, 120 Volt GFI receptacle	_____ Number	_____ Total Amps Needed

Electricity Not Required - If you bring a generator, you must use a **quiet** type, not a loud industrial generator. Please indicate exactly what type of **quiet** generator you plan to bring.

Number Water Hook-Ups _____

Booth/Trailer Size: Size of your booth area _____ feet length X _____ feet width

Mobile Food Service Facility: Trailer Length _____ Width _____

Additional footage required

Describe Any Additional Space Requirements (trailer storage, parking, etc)

Any set-up or other special needs you might have during the Festival:

Name of Business: _____

Menu: Please list each item for sale with prices. No packaged foods are allowed. You may not change menu items or prices from your approved application without approval of the Food Vendor Coordinator at least four weeks prior to the Festival.

Food Item	Price

Food Item	Price

Note: Ice will be available for purchase on-site and will be delivered upon request during Festival hours.

Release/Assurance

Please read and sign the Release/Assurance below. Unsigned applications cannot be accepted. I hereby grant permission to the Florida Park Service, Division of Recreation and Parks, to use photographs and audio/video tape recordings made of me during the annual Florida Folk Festival for publicity and other promotional purposes. I will not hold the Florida Park Service, Division of Recreation and Parks responsible for accidents to me or my property while participating in the annual Florida Folk Festival on the grounds of Stephen Foster Folk Culture Center State Park, White Springs, Florida.

SALES: I understand that Festival policy requires me to pay a percentage of my gross sales to the Florida Folk Festival.

My signature below indicates that I have read and agree to these conditions.

Signature

Date

SHORT TERM VENDOR PERMIT
(Stephen Foster Citizens Support Organization)

The following named Permittee is authorized to establish one point of sale at Stephen Foster Folk Culture Center State Park for the dates specified herein. This permit is subject to all park rules, policies and regulations, and to the conditions set forth below.

Permittee:

<hr/>	<hr/>	<hr/>
Name of Representative	Company Name	Phone
<hr/>	<hr/>	<hr/>
Address	City	State, Zip
<hr/>	<hr/>	<hr/>
Florida Sales Tax #		

I Apply for a temporary tax #

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1. This permit is issued for **Stephen Foster Folk Culture Center State Park** hereinafter referred to as the Park, for **The 68th Annual Florida Folk Festival**, hereinafter referred to as the Event.
 2. This Permit is valid for **3** day(s) on the following dates: **May 22-24, 2020**. Vendor agrees that minimum operating hours shall be **8 a.m.** until **12:00 a.m.** daily for Amphitheater Food Vendors or **8 a.m.** until **7 pm** daily for Old Marble Stage Food Vendors.
 3. The products or services to be provided under this Permit are:

XX Food and Beverage Crafts/Demonstrations Other

In case of crafts, Permittee agrees to provide only crafts of good quality which are authentic Florida crafts and relate to the state park system and any historic period or theme depicted by the Event.
 4. The exact location, within the Park, for the Permit operation shall be mutually satisfactory with the Event Coordinator and the Vendor. If mutually agreeable terms cannot be reached, the Event Coordinator's decision shall be final. The Stephen Foster CSO, Event, Park and Department are not responsible for security of the vendor's operations.
 5. The Vendor agrees that as consideration for the privilege of operating in the Park under this Authority they will remit to the Stephen Foster CSO a fee of 20% commission for Amphitheater Hill locations and 15% commission for the Old Marble Stage locations. Vendors are responsible for their own taxes. Vendors shall remit the fee to the Stephen Foster CSO immediately following the event prior to leaving the Park.
 6. Vendor agrees to comply with all policies, rules, and laws governing the operation of the Park and the event, and not alter or damage the Park's natural or cultural resources in any way through the support or operation of Permit activities, and to be responsible for and fully repair all damage to Park facilities and resources which may result from any activities under this permit.
 7. The Vendor assumes all risk in the operation of its business under this Authorization and shall be solely responsible and answerable in damages for accidents or injuries to persons or property, whether direct or indirect, arising out of its operations or arising by virtue of the carelessness, negligence, or improper conduct of the Vendor, its employees, respective officers, representatives, or agents. The Vendor is strongly advised to obtain adequate insurance to cover such risks. The Vendor shall save and hold harmless and indemnify the Stephen Foster CSO, State of Florida, the Department of Environmental Protection, and the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida ("Board of Trustees"), and their employees, respective officers, representatives, and agents against any and all liability, claims, judgments, or costs of whatsoever kind and nature for injury to, or death of, any person or persons and for the loss of or damage to any property resulting from the use, service, operation, or performance of work under the terms of this Authorization, resulting from any act, or failure to act, by the Vendor, or its employees, respective officers, representatives, or agents to the extent allowed by law. The

Vendor shall notify the Park Manager within five (5) days of all legal actions filed against the Vendor related to the Park or that may adversely affect or reflect on the Department.

8. This Permit is not intended nor shall it be construed as granting any rights, privileges, or interests to any third party.
9. This Permit may be terminated by the Event Coordinator at any time for failure of the Vendor to perform in accordance with the terms and conditions contained within the event guidelines and this permit.
10. The Vendor is required to report any revenue or income to the Department of Revenue for applicable sales tax. CSO is required to submit vendor name and tax number to local tax offices. Sales and Use Tax Returns may be obtained at the **local tax office (386) 758-0420** or Department of Revenue by telephone, 800-352-3671 or by the internet at <http://dor.myflorida.com/dor/>.
11. The Vendor and its employees shall not discriminate, by segregation or otherwise, against any person on the basis of race, color, religion, sex, national origin, age or disability in its performance under this Authorization.
12. The Vendor shall ensure that all employees of the Vendor will display a courteous, friendly, and helpful attitude. All Vendor employees shall be identified with the Vendor's company uniform or shirt, name tag, unless in costume, and shall have a neat and clean appearance.
13. The employment of unauthorized aliens by any Vendor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Authorization by the CSO.
14. The Event shall conduct a sexual predator and sexual offender check on the Vendor's Authorization Manager prior to executing an Authorization. No person on either the sexual predator or sexual offender list maintained by the Florida Department of Law Enforcement ("FDLE") shall be employed within the Park. The Department has the right to conduct criminal background checks and additional sexual predator and sexual offender checks during the life of this Authorization. The Vendor shall perform sexual predator and sexual offender checks on its employees, prior to the execution of this Authorization, and shall make such records available to the Event.
15. The Vendor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances in providing services to the Event under this Authorization. The Vendor acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal, state and local health and safety rules and regulations.
16. The Vendor shall be responsible for ensuring compliance with the Americans with Disabilities Act ("ADA") for Authorization-related activities conducted in the Park. The Vendor shall provide reasonable accommodations for persons with disabilities, which includes reasonable accommodations and access to the Event, including program and/or activity that the Vendor offers to the public.
17. Prior to commencement of business under this Authorization, the Vendor shall provide copies to Event of all local, state, and federal licenses and Authorizations required to operate with the Park.
18. The Vendor agrees and accepts the terms and conditions of this Authorization by the Vendor's signature below.

ATTEST:

Permittee

PERMIT APPROVED BY:

Event Coordinator or Designee

Date