



2020 Florida Folk Festival Guidelines Vendors, Demonstrators and Exhibitors

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."

Florida Fine Arts – In 2020 the Florida Folk Festival will provide an area for Florida's painters, sculptors and other fine artists to showcase and sell their works depicting Florida's environment, history, culture and the "spirit" of Floridians.

Selection of Craft, Luthier, Marketplace Vendors, Fine Artists and Traditional Arts

Demonstrators. An invitation is based on the applicant's ability to present regional, ethnic or occupational folk traditions of Florida, and on the quality of the craft items to be sold or demonstrated. Priority is given to applicants who demonstrate the methods, tools and techniques of their craft or art while at the Festival. Applicants must be available to demonstrate their craft during all three days of the Festival, and must demonstrate a significant relationship to Florida such as residency. Festival Marketplace vendors may sell popular fine arts and crafts, recordings, publications and other items deemed appropriate by festival coordinators.

Vendor, Exhibitor and Demonstrator selection is based on how well the craft, exhibit or demonstration represents traditional arts and culture in Florida, the appropriateness of the activity to the Festival, and the total variety of crafts to be included in the Festival. As it pertains to artists and retail sellers who present studio or fine crafts, selection priority is given to crafts made using natural materials such as clay, metal, wood, leather and fiber arts, and to those crafters whose work is inspired by cultural traditions or by the natural environment. Mass produced and commercial resale items are not permitted. **Only handmade items are permitted** in all craft areas. No exceptions are allowed, including items available for sale to children.

An invitation to participate as a Luthier Exhibitor is based on the applicant's ability to construct high-quality, hand-made stringed musical instruments.

An invitation to participate as a Fine Artist is based on the applicant's ability to depict Florida's environment, history, culture and the "spirit" of Floridians in visual works.

Selection of Environmental Awareness & Cultural Heritage Exhibitors An invitation as an Environmental Awareness or Cultural Heritage Exhibitor is based on the applicant's ability to present educational exhibits as a non-profit organization dedicated to promoting environmental protection and cultural conservation and awareness, particularly as it applies to the Festival Mission Statement, which is: "to provide a heritage-based celebration while conserving and interpreting Florida's diverse folk cultures and traditions."

Other organizations outside of this scope, including political action groups, are allowed to provide information and exhibits for Festival visitors. Those exhibits and information booths will be located in an area designated by the Park Manager. Members of other organizations and political action groups who are working on behalf of their organization or group at the Festival are required to pay regular Festival admission fees.

Selection of Craft Square Demonstrators

An invitation is based on the applicant's ability to present regional, ethnic or occupational folk traditions of Florida and/or the quality of the craft items to be sold or demonstrated. Participants must have demonstrated in the Craft Square program at least 12 days during the previous 12 months, or must be a recipient of the Florida Folk Heritage Award. Priority is given to applicants from Florida who are available to demonstrate their craft during all three days of the Festival, and who demonstrate the methods, tools and techniques of their craft while at the Festival.

Note: Due to limitations in space, participation in the Craft Square demonstration program does not guarantee invitation to the 2020 Festival. Demonstrators expressing their desire to participate in the program through the application process will be ranked according to their level of participation in the ongoing craft demonstration program at Stephen Foster Folk Culture Center State Park.

Selling spears, bows and arrows, knives, guns and other items that may appear dangerous are not allowed by any vendor at the festival.

Application and Review.

Please complete the accompanying application and Release/Assurance form. Applications may be obtained by calling toll free 1-877-635-3655. Return all required information to Stephen Foster Folk Culture Center State Park. Applications must be postmarked by **December 1, 2019**.

Note: Participation in prior Florida Folk Festivals does not guarantee an invitation to the 2020 Festival. **Priority in selection will be given to those vendors who complete the application in its entirety.**

First time applicants are **required** to submit photographs for review. Returning vendors/demonstrators that have not submitted images in the past 3 years are also **required** to submit new images. At least 5 photographs of your booth and examples of items you have available to sell must be submitted as digital images on a CD in a JPEG Format. Please be sure to label your CD with applicant's name. All materials submitted will be kept on file and will not be returned to you. These photos may be used on our website to promote festival activities.

Vendor Fees

Vendors are required to pay 15% of their gross sales to the Stephen Foster Citizens Support Organization. Fees are due after the close of business for vending areas on Sunday evening of the Festival. You are expected to stay open until 6 p.m. and fees will not be collected prior to 6 p.m. All vendors are responsible for paying 7% state sales tax. Your vendor information will be forwarded to the local tax revenue office following the Festival.

Vendor and Demonstration Agreement

Returning in 2020, 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 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>

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.

The location and placement of each Craft Square Demonstrator is determined by the Craft Square Manager. Demonstrators are located in order to best accommodate each demonstrator and to meet visitor needs and trends.

Pets:

Pets are not permitted at the Florida Folk Festival. Service animals are always welcome.

Festival participants may not enter Stephen Foster Folk Culture Center State Park for set-up until **Thursday at 10:00 a.m.** and must depart by Monday at 3:00 p.m. Please keep personal vehicle traffic to a minimum during Festival programming hours.

Applicants will be notified of their status by December 15, 2019.

2020 Vendor Application

FLORIDA



FOLK FESTIVAL
The Best of Florida Music, Arts, Culture

Florida Folk Festival
Stephen Foster Folk Culture Center State Park
P.O. Drawer G
White Springs, FL 32096
Toll Free: 1-877-6FL-FOLK (877-635-3655)
Web: www.FloridaFolkFestival.com

Please return this application to the above address, postmarked by December 1, 2019.
Note: All of the following information is required to complete the application process. **Applications may not be faxed.**

I am applying to participate in the Florida Folk Festival as a (Please Select One)

Craft Vendor

Marketplace Vendor

Luthier

Traditional Arts Demonstrator

Craft Square Demonstrator

Fine Artist

Environmental/Cultural Heritage Awareness Exhibitor

Contact First Name _____ Last Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

Work Phone _____ Home Phone _____

Cell Phone _____ E-Mail _____

Web Page _____

Tax Revenue Number _____

(Required for sales. If you do not have a Tax Revenue Number, a temporary one must be obtained for the Festival. You will be required to provide a copy of your Tax Revenue form to the festival office by April 1, 2020 if you are accepted.)

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.

Yes

Name: _____

Best time _____ and method _____ to contact you?

5 photographs of your demonstration/exhibits/crafts and/or sales items must be submitted with this application if you are a first time applicant. You must submit digital photos in JPEG format on a CD. Submitted materials will not be returned.

Enclosed is my photo CD:

Yes

Please provide a description of your organization mission (**Environmental and Cultural Heritage Awareness Exhibitors Only**)

Content of your exhibit:

Description of items to be sold or crafts to be demonstrated. See Vendor Information for 2020.

Please describe how you learned your skill, who taught you, and how they learned. Is your skill associated with an ethnic, regional, occupational, or family tradition?

Please describe any craft workshops that you would be willing to conduct at your booth during the festival. Include the appropriate age group, a list of materials you would provide and a small fee you would charge for a one- to two-hour workshop.

You are responsible for your own set-up, including tent, tables and chairs as needed. Generally, space is available for a 10x10 tent or slightly larger. Please inquire directly if you have other needs for your display area.

Name: _____

Size of your Exhibit Area: _____ length X _____ width in feet

Please describe any set-up or other special needs you might have during the Festival:

It is important that you specify the exact days and times you will arrive at and depart from the festival. Please specify below the day and time you will arrive at the Festival for set-up, and the time you will leave the Festival following take-down.

Arrival:	Thursday AM	Thursday PM	Friday AM
Departure:	Sunday PM	Monday AM	

All vendors/exhibitors must pick up participant passes and check in with the vendor coordinator prior to setting up any displays. Vendors that fail to follow set-up instructions will be asked to leave. If you arrive to check in with the Vendor Coordinator after 5 p.m. on Thursday, you will not be allowed to set up until Friday morning.

All vendors must depart by 3 p.m. on Monday.

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 Stephen Foster Citizens Support Organization.

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:

Name of Representative	Company Name	Phone
Address	City	State, Zip
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 **9 a.m.** until **6 pm** daily.
 3. The products or services to be provided under this Permit are:
 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 15% commission. 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