

FLORIDA



FOLK FESTIVAL

*The Best of Florida Music, Art, Culture*

# 2023 Florida Folk Festival Food Vendor Guidelines and Application Instructions

**There have been changes. Please be sure you read all participant information.**

**Application and Review.** To participate as a food vendor at the 2023 Florida Folk Festival, please read the information below that will guide you in the completion of your application. **Complete the application by clicking on the link below.** There is no special software required to submit an application. If you need assistance call toll free 1-877-635-3655, Monday – Friday, 9am – 4pm. Return all required information to Stephen Foster Folk Culture Center State Park at the address listed below. Applications must be postmarked by **January 1, 2023.**

## Applications

- **This application is created in a google form and you will need to have a gmail account to submit. If you wish to utilize an alternate email address for communication with the festival, please change the pre-populated address on the application. You can create a free Gmail account at Google.com.**
- **When submitting your application, you must allow your email address to be collected.**
- The preferred method for submission of applications is electronically. Applications submitted through the electronic process will be accepted until 11:59 p.m. on January 1, 2023.
- DO NOT Email attachments to the Florida Folk Festival. Our email system will not accept them.
- Participation in a prior Florida Folk Festival does not guarantee acceptance to the 2023 Festival.
- After submitting your application you will receive a quick message on your screen acknowledging the application was submitted.

**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) **to the address listed below by March 1, 2023.**

**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. **All required documentation must be submitted to the address listed below by March 1, 2023.**

## **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.

**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 2023 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 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 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**

A Short-Term Vendor Permit is included as part of your application. Please read the agreement carefully. **Pay special attention to the requirement that each vendor must complete a 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 March 1, 2023 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 participating in their operation in any capacity. We have provided links below to the two sites applicants are **required** to check to comply with permit requirements. Make sure you print a copy of the check for your record and mail a copy to the Florida Folk Festival at the address listed below.

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

<http://www.nsopw.gov>

**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.

**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 Old 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.

**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 January 15, 2023.

**Mailing Address:**

Florida Folk Festival  
Post Office Drawer G  
White Springs, Florida 32096

Apply today! [Food Vendor Application - Click to Apply](#)