



TBCGF, Inc.
Tampa Bay Collard Green Festival
Vendor Packet
2019

The event with the funny name, the Tampa Bay Collard Green Festival in partnership with the Dr. Carter G. Woodson African American Museum is coming to the Historic Deuces Corridor on Saturday, February 16, 2019! This “block party” will serve the people of Pinellas, Hillsborough and Manatee Counties. Our mission is simple:

The Tampa Bay Collard Green Festival, Inc ([TBCGF, Inc.](#)) is a 501(c)(3) charity invested in the overall health and well-being of Tampa Bay. Our mission is simple:

“To inspire healthier communities through urban agriculture, culinary experience, nutritional education, fitness and family fun”

Our vision is to increase awareness of healthy living through education, community engagement, and entertainment by providing realistic and affordable means of cultivating and consuming leafy greens and other vegetables without the usual pork fats and added salt, which have been statistically proven to be a detriment to the well-being to our community as a whole. Because of such concerns, TBCGF, Inc will showcase the 2019 Tampa Bay Collard Green Festival – a FREE public event.

Note: The Tampa Bay Collard Green Festival is a RAIN or SHINE event. No refunds will be given due to weather related issues. If the festival is postponed due to severe weather, we will inform you of the rescheduled date and time. We are not responsible if you cannot make the new date and time.

Rules and Procedures

This manual serves to provide the TBCGF policies, rules, and procedures. The management of the TBCGF, Inc. reserves the right to interpret and apply these policies, procedures and rules, as it deems appropriate in the best interest of the public and furtherance of the TBCGF, Inc. statutory duties.

General Information: Management of the TBCGF, Inc. reserves the right to amend, add to and interpret the following Rules and Regulations; and to finally settle and determine all questions and differences with respect thereto, arising out of, connected with or incident to the festival.

Credentials: All vendors will be required to present proper credentials before setting up at the festival. Vendors must be licensed and have proper paperwork ready to present to before and on festival date.

Pets: No pets are permitted within the exhibit spaces. Only service animals are permitted within the confines of the festival. For outdoor Vendors/exhibitors/concessionaires, you are responsible for the conduct of the service animal and must keep the animal on a leash or harnessed always.

No golf carts nor similar vehicles are permitted.

Photography: Photographers identified as official Tampa Bay Collard Greens Festival Photographers may be contacted through the TBCGF administration. TBCGF, Inc. retains all rights whatsoever to all photographs, video, and surveillance of festival events. Commercial photography/ filming done by anyone not officially identified is prohibited.

Hours of Operation & Move-out: The Tampa Bay Collard Green Festival will operate between the hours of 9 A.M. to 4 P.M on Saturday, February 16, 2019. Vendors can begin setting up their booth at 8 A.M. with the festival officially opening at 9 A.M. The festival ends at 4 P.M. (The KidZone ends at 3 P.M.) with the main thoroughfare (22nd Street South) opening back up to traffic at 5 P.M. Vendors must have their area cleared by 4 P.M.

Cleanliness: We take the appearance of the festival grounds seriously and all vendors are responsible for keeping their booth and area immediately adjacent to them clean and trash free. Vendors are responsible for the proper disposal of trash generated and the thorough cleanup of assigned area(s) at the end of the festival.

Contracts: Every individual or company doing business during the festival must have a written, executed application and provide proof of required general liability insurance with a certificate of insurance from their insurer. TBCGF, Inc. reserves the right to cancel all contracts of whatever kind by public notice, should an act of providence, war, riot, fire, flood, storm or pestilence prevent the holding of the festival. In the event of conflict between these rules and written contracts, the latter will take precedence.

License-Permits: Food concessionaires are required to display a valid license from the State Hotel/Restaurant Division and a valid Health Department Inspection Permit. Information can be found at http://myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html. All other concessionaires should display valid, individual vendor licenses.

VENDOR POLICIES

Payment of Space Charges: Vendor booth prices are indicated below. Payment in full is due at the time a vendor application is submitted. Fees paid are non-refundable. A Credit Card Authorization form is attached. Vendor payments will not be accepted the day of the event unless special arrangements have been made in advance.

Vendor Booth Prices:

Concession Booth (Merchandise)	\$100
Farmer Market Space	\$100
Wellness Booth w/ Presentation	\$100
Food Concession	\$100
Preferred Vendor	\$150
Beer & Wine Vendors	\$150

Please make all checks and money orders payable to Tampa Bay Collard Greens Festival.

Presentation & Set up of booths:

Vendors will provide their own 10x10 foot tent, table(s) and chair(s). Electricity will not be available. Set up is at 8 A.M. and disassembling of booths must start at 4 P.M., leaving the contracted space as found. All displays must be visually attractive, well-organized, and sufficiently staffed. All display items and products to be sold or distributed must fit within the contracted vending space. All prices must be posted and in easy view of the customer. Vendors selling food will be expected to abide by St. Petersburg health guidelines and have a valid food license (See above).

Please, no handmade signs unless they are tastefully done (Typed or neatly printed).

Conduct of Vendors/Exhibitors/Concessionaires: Each vendor is expected to deal honestly and fairly with the public and any attempted fraud, deception, or misrepresentation will be considered sufficient cause for revoking the Vendor Agreement. Vendors are required to exhibit

a customer friendly attitude and excellent customer service. Negative attitudes, excessive, unfounded complaining, or abuse language are not welcome and will not be tolerated. Vendors may not discredit others. Vendors are totally responsible for the safety of all accompanying children. Alcoholic beverages (beer or wine) are not permitted in concession booths other than Beer & Wine Vendor booths with proper licensing and liability insurance naming TBCGF as additional insured. No Smoking in booths. All vendors must confine activities to the area within the limits of the space allotted to them. Violations may result in immediate termination of the contract. Vendors may advertise or distribute approved products or literature only from their own exhibit space. Materials must be in good taste, and may not be defamatory, promiscuous, pornographic, obscene, profane or vulgar. Vendors may not solicit donations unless specifically authorized in writing in the license agreement.

Demerits: The festival staff will make periodic inspections of the booths. Any time a deficiency is noted, a demerit notice will be attached to the booth. Three demerit notices may be grounds for the Vendors to not return the following year or (depending on the seriousness of the situation) may be grounds to shut down the concession immediately. Such determination will be at the sole discretion of the TBCGF, Inc. Possible reasons for demerit notices are failure to meet the cleanliness requirements, booth not open on time, closed early, dirty, sound too loud, non-compliance with any rule in this manual or contract, etc.

Sound Use: TBCGF is a family friendly event! All extraordinary loud or obnoxious sounds including music is not permitted from a concession or exhibit area unless advance written permission is granted by the TBCGF staff. If sound is allowed, it must be of such a nature to cause annoyance to other vendors. A second warning will result in removal of the sound apparatus from the exhibit or termination of the Vendor Agreement.

CREDIT CARD AUTHORIZATION FORM

Complete the information requested below and return this form with the Vendor Agreement Form.

For your convenience, we will use this authorization form to charge your credit card. TBCGF, Inc. at their option will charge a 2.5% processing fee on all credit cards transactions. Signing this form will authorize TBCGF, Inc. to charge all fees unless otherwise indicated below. To avoid this fee, pay online: [CLICK HERE TO PAY FOR VENDOR BOOTH](#)

CHOOSE TYPE OF VENDOR SPACE BELOW

- Concession Booth (Merchandise): \$100
- Food Concession: \$100
- Farmer Market Space: \$100
- Preferred Vendor: \$150
- Wellness Booth with Presentation: \$100
- Beer & Wine Vendors: \$150

CREDIT CARD TYPE American Express Discover Master Card Visa

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: _____ Security Code: _____

Cardholder's Name/Company: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Authorized Signature Required: _____

ACKNOWLEDGEMENT OF RECEIPT & VENDOR AGREEMENT FORM

I hereby acknowledge that I have received a copy of the 2019 Tampa Bay Collard Green Festival, Inc. Vendor’s Manual and understand that it is my responsibility to abide by all its’ policies and procedures. I understand and acknowledge that this signed document along with processed payment becomes the Vendor Agreement between myself or Business and TBCGF Inc.

CLICK HERE TO PAY FOR VENDOR BOOTH

Or mail completed form and payment to:

TBCGF, Inc., P.O. Box 12794, St. Petersburg, FL 33733

Contact Name (Print): _____

Business Name: _____

Address: _____

Email: _____

Phone: _____

Signature: _____

Date: _____