

# 2016 Rootstock Plant & Garden Festival

WHERE? Bok Towers, Lake Wales, Florida

WHEN? October 14<sup>th</sup> 15<sup>th</sup> & 16<sup>th</sup> 2016

HOURS?

FRIDAY 4:00 pm- 8:00 pm

SATURDAY: 8:00 am - 6:00 pm.

SUNDAY : 8:00 am – 6:00 pm.

WHAT IS THE RENT? \$200.00 PER (10FT X10FT) PLUS 20% OF ADJUSTED GROSS SALES.

Percentages will be paid in cash only, immediately following the closing of the show.

DEADLINE? APPLICATION, RENTAL FEE, SIGNED GUIDELINES, AND INSURANCE CERTIFICATE MUST BE RECEIVED NO LATER THAN **SEPTEMBER 1st 2016** - ABSOLUTELY FIRM AND APPLIES TO EVERYONE. IF ALL ITEMS ON CHECKLIST ARE NOT RECEIVED BY THE DEADLINE, THERE WILL BE AN ADDITIONAL **\$50.00 SERVICE FEE** TO COVER LATE PROCESSING EXPENSES.

WILL WATER BE PROVIDED? YES

WILL ELECTRICITY BE PROVIDED? FOOD COURT AREA ONLY.

IF YOU BRING A GENERATOR IT MUST BE QUITE AND INSULATED, OR YOU WILL NOT BE ABLE TO USE IT.

WHAT IS ADJUSTED GROSS SALES? AGS IS YOUR GROSS SALES, LESS THE FLORIDA STATE SALES TAX WHICH YOU ARE REQUIRED TO COLLECT FOR THE GOVERNMENT AND REPORT TO THE FLORIDA DEPARTMENT OF REVENUE, ACCORDING TO THE LAWS.

2016  
Rootstock Plant & Garden Festival

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE(S): \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TYPE OF UNIT (TENT, TRAILER, CART): \_\_\_\_\_

DIMENSIONS OF UNIT, INCLUDING AWNINGS, HITCHES, ETC:  
LENGTH (FRONT) : \_\_\_\_\_ WIDTH (SIDE): \_\_\_\_\_

PRODUCTS TO BE SOLD AND PRICES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ELECTRICAL REQUIREMENTS: VOLTS \_\_\_\_\_ AMPS \_\_\_\_\_

WATER REQUIREMENTS: \_\_\_\_\_

SPACE FEES:

\_\_\_\_\_ # OF SPACES X \$200.00 = \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

\*\*\*\*\*

I AGREE WITH, AND WILL COMPLY WITH, ALL OF THE GUIDELINES SET FORTH IN THIS AGREEMENT.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL TO:

LITTLE JOE'S SPECIAL EVENTS SERVICES INC.  
818 Northeast 8<sup>th</sup> Street  
Cape Coral, Florida. 33909

\*COMPLETED APPLICATION

\*CERTIFICATE OF INSURANCE

\*PHOTOS OF BOOTH

\*SIGNED ACKNOWLEDGMENT OF GUIDELINE

\*PAYMENT VIA: MONEY ORDER

CERTIFIED CHECK

CREDIT CARD

PAYPAL

## GUIDELINES

1. LITTLE JOE'S SPECIAL EVENT SERVICES, INC. IS THE RESPONSIBLE PARTY FOR ALL FOOD AND BEVERAGE CONCESSIONS AT THIS EVENT. IF YOU HAVE QUESTIONS, YOU MAY CALL OUR OFFICE AT: 239-645-8714.
2. IF YOU HAVE NEVER PARTICIPATED IN ANY SHOW WITH LITTLE JOE'S, YOU MUST SUBMIT A PHOTOGRAPH OF YOUR UNIT. APPLICATIONS OF FOOD VENDORS WITHOUT A PHOTOGRAPH (UNLESS ONE IS CURRENTLY IN OUR FILES) WILL NOT BE CONSIDERED.
3. **\*\*\* A COPY OF YOUR LIABILITY INSURANCE (WORTH ONE MILLION DOLLARS) DUE 30 DAYS PRIOR TO EVENT DATE. MUST HAVE LITTLE JOE'S SPECIAL EVENTS & BOK TOWER GARDENS LISTED AS ADDITIONAL INSURED ON YOU POLICY\*\*\***
4. ALL PRODUCTS ON YOUR APPLICATION WILL BE REVIEWED. YOU WILL RECEIVE A CONFIRMATION LETTER OF YOUR ACCEPTED, SALABLE PRODUCTS. ONLY THOSE ITEMS APPROVED WILL BE ALLOWED TO BE SOLD. DO NOT ATTEMPT TO SELL ANY ITEM THAT HAS NOT BEEN APPROVED. THIS WILL RESULT IN YOUR IMMEDIATE DISMISSAL.
5. PLEASE CALL FOR DRINK RESTRICTIONS.
6. NEITHER LITTLE JOE'S SPECIAL EVENT SERVICES, INC. OR BOK TOWERS WILL BE RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED EQUIPMENT, OR INJURY OR DEATH OF PERSONS.
7. IF YOU ARE ACCEPTED, THE SET-UP TIME WILL BE MAILED WITH YOUR CONFIRMATION.
8. LITTLE JOE'S RESERVES FULL RIGHT OF ACCEPTANCE OR REFUSAL OF VENDORS AND THEIR ASSIGNED LOCATIONS.
9. YOU MUST SUCCESSFULLY PASS HEALTH DEPARTMENT AND FIRE MARSHALL INSPECTIONS TO PARTICIPATE.
10. VENDORS WILL KEEP THEIR SPACE AND ADJACENT AREAS CLEAN AND ATTRACTIVE AT ALL TIMES.
11. WALK / SERVICE AREAS MUST NOT BE BLOCKED.

12. ALL PRICES MUST BE VISIBLE TO THE PUBLIC AND MUST INCLUDE SALES TAX.

13. YOU ARE RESPONSIBLE FOR COLLECTING AND REPORTING ALL FLORIDA SALES TAX.

14. YOUR BOOTH MUST BE MANNED THE ENTIRE LENGTH OF THE SHOW. NO EARLY TEAR DOWNS.

15. VENDORS MAY NOT RESELL SPACE ALLOCATED.

16. CANCELLATION WILL RESULT IN FORFEITURE OF ALL FEES PAID TO DATE.

17. VENDORS AND THEIR EMPLOYEES SHALL USE EVERY MEASURE TO PROTECT FESTIVAL SITE FROM ALL DAMAGES. VENDORS SHALL BE RESPONSIBLE FOR DAMAGE CAUSED BY HIM OR HER TO BUILDINGS AND GROUND. GREASE, FUEL, OIL, ABRASIVES, AND EXCESSIVE DEBRIS LEFT IN THE VENDOR'S SPACE SHALL BE SUBJECT TO CLEAN UP CHARGES.

18. ALL VENDORS WHO WERE SELECTED TO PARTICIPATE IN THIS SHOW WERE CHOSEN BECAUSE THEY ADVERTISED THEMSELVES (TO LITTLE JOE'S) TO BE PROFESSIONAL. THEREFORE, ALL VENDORS WILL BE EXPECTED TO CONDUCT THEMSELVES IN A CLEAN, COURTEOUS, AND PROFESSIONAL MANNER AT ALL TIMES.