



Havana WoodFest March 12, 2022 10:00 AM - 4:00 PM

We're excited about our first WoodFest event and invite you to be a vendor if you meet the requirements below. If you are not sure if your product/art/service meets these requirements, send an email to ann.havanamainstreet@gmail.com. Please include your name, contact phone number and describe your product/art/service and we will contact you. **We need your application no later than Friday, Feb. 25th.**

1. Wood must be incorporated in (be a part of) all items being sold. Or, the item must be a product made for and used when working with wood. For instance, oils, knives, etc.
2. Items must be personally made and not mass produced or purchased to be resold.
3. Service providers whose service deals with wood are invited! For example, tree surgeons, woodworking equipment and supplies (carving tools), forestry services, woodchips. We ask that these businesses provide some educational displays or information at their booth.
4. Food booths and food trucks, of course, do not need to be wood related.
5. Booth spaces are approx. 10x10 with space between each if space is available. Vendors are encouraged (but not required) to have a tent to cover their space (8x8 or 10x10). Additional space will be provided at an additional charge.
6. Please provide two pictures to show your handmade wood items. Or, provide your website address, if you have one, or Facebook page name that shows your products. If you are a service business, provide a link to your website and/or Facebook page name.
7. NO POLITICAL ITEMS of any kind will be accepted. All vendors items must be non-political in nature. Permitted human health and animal service organizations will be approved on a case-by-case basis. Distribution of political or controversial materials from a vendor's booth is strictly prohibited. Political campaigning is not allowed.
8. If your application is accepted, we will contact you to confirm your acceptance.
9. If your application does not meet the requirements of this event, we will contact you within a week of receipt of your application and refund any monies paid.

Business / Vendor Name: _____ **Phone:** _____

Address: _____

Email: _____

Website: _____ **Facebook:** _____

Description of merchandise/food to be sold or activity to be carried out:

State Sales Tax #: State License # (if applicable):

CHECK your category:

_____ **Vendor / Service Provider Booth Space 10 x 10 \$60.00**

_____ **Vendor / Service Provider Booth Space 10 x 20 \$100.00**

_____ **Non-profit, Informational Booth Space 10 x 10 \$25.00**

_____ **Non-profit, Selling Booth Space 10 x 10 \$40.00**

_____ **Food Vendor Booth Space 10 x 10 \$125.00**

_____ **Food Vendor/Food Truck Booth Space 10 x 20 \$200.00**

_____ **Power Needed Additional charge \$25.00**

Total Submitted: _____ **NOTE:** (Make checks payable to Havana Main Street)

Signature _____ **Date** _____

Opportunities for Vendors:

Vendors are requested to participate in the following. Proceeds help support the costs of the WoodFest event.

1. Juried Product: Submit up to three of your products to be judged and sold. You price your items and there will be a 40% commission on all items sold. 1st, 2nd and 3rd place awards will be given.
2. Silent Auction & Raffle Tickets: Donate items for a Silent Auction and/or Raffle. If you do not have a product, a gift certificate for your service or another item would be great for the raffle. We have reduced our regular entry fee to help offset your donations. Thank you!
3. Demonstrate your craft. If you don't have items to sell, but would like to do demonstrations, please contact Ann at (850) 755-2999 to discuss.

Rules for Vendors:

1. Vendor is responsible for providing all necessary equipment, tables, rain covering, etc. Vendor will be allowed to sell or display only the types of products as described above.
2. Event officials reserve the right to refuse the display/sale of any item that is offensive, obscene, or otherwise not in keeping with the family atmosphere of the festival.
3. Vendors will accept the location assigned to them and remove vehicles from setup site at by 9:30. Please do not block merchant driveways.
4. Set-up time will be 7:00 A.M.- 9:30 A.M. unless otherwise advised. NO LATE SET-UPS WILL BE ALLOWED unless space is available on the outer ends of the event.
5. Vendors will be provided a space to move their vehicle to during the day. Transportation back to event and to vehicle may be available...if volunteers are available.
6. Electricity is limited and must be requested at the time of application. Each booth granted electricity will be allowed an outlet and must provide own 100-foot heavy-duty outdoor UL approved extension cord. A copy of extended insurance coverage must be provided before set-up.
7. You will be responsible for site cleanup at the time of the event closure.
8. ALL VENDORS ARE TO REMAIN IN PLACE UNTIL 4:00 P.M. or other announced time.
9. **Food vendors only:** Tents must be made of fire retardant materials if food is cooked on site. Vendor must recapture any wastewater, cooking materials and ALL trash.

PAYMENT MUST BE RECEIVED BY FRIDAY, FEBRUARY 25TH, 2022. NO REFUNDS will be given unless your application is not accepted. Spaces must not be shared or sub-let unless prior approval is received by event staff in writing. **I agree to comply with all state and local requirements as well as the rules stated within this application. I understand that I am required to secure any licenses/permits, etc. required by all governing authorities that may have jurisdiction over products to be sold as described above. I will remain open during the times set for the event. I hereby release and forever discharge from liability the Town of Havana, Havana Main Street, and/or the event, its sponsors and their affiliated companies, businesses, officers, agents and employees. I will NOT hold event or event organizers responsible for loss due to theft, damage or acts of God. I understand that this event in no way guarantees any returns or benefits.**

Signature: Date:

RETURN APPLICATION AND CHECK TO:

Mail: Havana Main Street, Box 346, Havana, FL 32333

Email: ann.havanamainstreet@gmail.com

Hand Deliver: Havana Main Street Office (316 NW 1st St); if office is closed drop off at Wanderings (312 NW 1st St) FOR QUESTIONS: Call (850) 755-2999 or email ann.havanamainstreet@gmail.com.