

## **SIESTA KEY CRYSTAL CLASSIC – Nov. 15-18, 2024 VENDOR INFORMATION, POLICIES & DISCLAIMERS**

**Vendor Village** is open for business from 10am – 5pm, Friday, Nov. 15, through Monday, Nov. 18, 2024. Vendor Village is set up around the perimeter of the festival, accessible by the public and beachgoers. Attendees do not have to pay for entry into Vendor Village.

- All merchandise and food (size, material, selling price, etc.) sold or distributed at the event are subject to approval by the Siesta Key Chamber of Commerce. [Producer]
- The use of the Siesta Key Crystal Classic [Festival] event name or logo on vendor merchandise is not permitted. Said merchandise subject to forfeiture.
- Distribution, layout or hanging of items outside the designated booth area is not permitted.
- Vendors are responsible for paying all fees, and obtaining all permits and insurance required by federal, state and/or local government entities. The Producer is not responsible for collection or submission of any such government fees or filings.
- **There will be a \$250.00 charge if your booth area requires clean-up after the event.**

**Application:** All vendor applications are subject to approval. Vendors must submit an e-signed application, all required documentation and full payment via credit card to be considered for approval. Approved vendors will be notified to confirm participation. Vendors **MUST** provide a copy of their insurance within one business week after registration is approved. Failure to do so will result in removal of booth space. Booth placement subject to change based on sand condition and final festival layout. A wait list will be started once Vendor Village has been sold out.

**Vendor Conduct:** All vendors are expected to adhere to all policies and disclaimers as presented by Producer and must always conduct themselves in a professional and courteous manner. Non-compliance will result in permanent removal from the event with no fee refund. Issues and concerns are to be reported to Siesta Key Chamber of Commerce Event Manager, Marisa Merlino, by email only, including contact information and booth number.

**Retail Vendor Spaces:** All retail spaces are 10' x 10' in size and are \$700. Multiple spaces may be purchased by the same vendor. All spaces are first come, first serve. Fees are payable at the time the application is filled out and submitted for approval. Vendors must provide their own equipment: tents, tables, chairs, etc. Retail vendors must close daily at 5pm in accordance with Sarasota County permitting requirements. **Booth spaces 1-23 will not be permitted to sell any food or beverages, as these spaces are within the food court proximity.** We do not want any duplications.

**Vendor Check-In & Set-Up:** Pre-assigned vendor check-in and set-up is Thursday, Nov. 14. Once your application is approved, watch your email for your scheduled load-in time. These load-in times are non-negotiable as they are provided by Sarasota County. Load-ins will not be allowed after 4pm. Failure to arrive at your designated time will forfeit any County help to your vendor space. All retail vendors are transported out to the sand to their vendor space via authorized Sarasota County workers. If a vendor is not ready upon arrival at load-in they will be escorted out of the load-in area and moved to the end of the day, if available. Vendors **MUST** be ready to unload at the time of County assistance. You are not permitted to get organized in the loading area – do so before your arrival.

**Vendor Wristbands:** On load-in day, vendors will receive 4 general admission wristbands for each booth space purchased.

**Parking:** No parking passes will be provided. However, parking passes will be available for purchase and public parking is available in the Siesta Beach parking lot. If interested in purchasing a parking pass, contact Marisa upon approved application.

**Supply Restock:** Each morning Nov.15 through Nov. 18, 8-9am, a limited number of authorized County workers will be available to assist you to your space to bring out small amounts of additional inventory on a first come first serve basis. After 9am, you will need to transport your own items on and off the beach by hand – No exceptions!

**Ice:** \*NEW INFO- Ice will be available for purchase prior to the festival start date. \*If you require ice, please contact Marisa by Nov. 1, 2024 to pre-order/purchase for the entirety of the festival. Ice will be delivered to your vendor space 8-9:30am.

**Load Out - Monday, Nov. 18:** More details to come.

**Security:** Booths must be staffed at all times during the Festival hours. Security will be provided during the event and overnight, but the Chamber, Sarasota County or Festival Management will not be responsible for any loss or issues that may occur.

**Cancellation by Vendor:** Should a vendor cancel their participation and booth space, the vendor fee is non-refundable on or after Sept. 1, 2024.

**Acts of Nature – Event Cancellation and Refund Policy:** There is no contingency plan or alternate day to reschedule the Festival. If, due to acts beyond the control of the Producer, conditions (such as wind, rain, hurricane, fire, pandemic, etc.) make it impracticable or dangerous to continue to operate the event, Producer or public safety officials have the right to cancel any portion of or the entire event. Should full event cancellation occur prior to the event start date, one-half of the vendor fee collected by the Producer, would be refunded to the vendor.

**Insurance Policy Information:** All vendors must present a fully executed insurance policy no later than one week after their registration has been approved to participate. Failure to comply will result in booth space forfeit. Vendor space is not confirmed until your insurance has been received.

Vendors are to submit a copy of current liability insurance, listing the Siesta Key Chamber of Commerce and Sarasota County Government as additionally insured.

In the “Description of Operations/Special Provisions” section: Sarasota County Government, and Siesta Key Chamber of Commerce, shall be named as an additionally insured, as their interests may appear on all policies except Professional Liability and Workers’ Compensation. Waiver of subrogation in favor of Sarasota County Government on all policies except Professional Liability and Workers’ Compensation.

In the “Certificate Holder” section add in the following:

- Sarasota County Government, Attn: Risk Management, 1660 Ringling Blvd., 3rd Floor, Sarasota, FL 34236.
- Siesta Key Chamber of Commerce, 5114 Ocean Boulevard, Sarasota, FL 34242

The County requires a minimum \$500,000 per occurrence General Liability including Products and \$500,000 per accident auto liability. Vendors do not have to provide Workers’ Compensation nor umbrella.

Vendor(s) agrees that it shall indemnify, defend and hold harmless the Siesta Key Chamber of Commerce, its officers, volunteers, directors, agents, successors and assigns from and against any and all losses, costs, claims, damages and expenses (including attorney’s fees) arising from or related to vendor(s) actions, business activity, booth, advertising or otherwise arising from or related to vendor’s participation in the subject event. In addition, it will further hold harmless the above from any and all losses, direct or consequential, arising from or related to cancellation, postponement, delay or rescheduling of the subject event, regardless of cause.

Please contact Marisa Merlino, Event Manager, for more information.

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