

Date received \_\_\_\_\_

Booth assigned \_\_\_\_\_



*Excitement is in the air!*

The return of the Fall Festival to Bushnell Plaza last year was a long awaited and highly anticipated move by many locals.

This year to add to the enthusiasm, we are bringing back the Greased Pig Contest, thanks to our sponsor Mike Scott Plumbing.

The Bushnell Fall Festival’s “October on the Plaza” plan of action is to provide quality retail vendors selling a variety of items, compelling informational booths, community minded non-profit and civic groups, kid-oriented games and goodies and delectable food choices for all appetites!

*My name is Kelli Barnes, and I am coordinating the festivities for 2023; as I held this position previously and after a hiatus I, along with my committee are back to help make this year’s festival one of the best yet!*

**Business/ Vendor Name:** \_\_\_\_\_ **Contact person:** \_\_\_\_\_

**Type of business/product sold:** \_\_\_\_\_

<b>Vendor Type</b>	<b>Price per 12x12 space</b>	<b># of spaces needed (limit of 2)</b>	<b>Amount Due</b>
<b>Political (organizations or candidates)</b>	<b>\$75.00</b>		
<b>Informational (without sales)</b>	<b>\$50.00</b>		
<b>Non-profit Fundraisers (church, civic &amp; charities)</b>	<b>\$40.00</b>		
<b>Retail Sales (Arts,crafts, merchandise, etc)</b>	<b>\$100.00</b>		
<b>Retail Attractions (games, rides, etc)</b>	<b>\$75.00</b>		
<b>Small Retail Food (snack items, limit 2-3 items)</b>	<b>\$75.00</b>		
<b>Large Retail Food (Food Trucks. Concession Trailers, full meals)</b>	<b>\$125.00</b>		

Payment can be made at: Bushnell City Hall 117 E Joe P. Strickland, Jr. Ave. Bushnell, FL 33513  
Mail payment to: City of Bushnell P.O. Box 115 Bushnell, FL 33513

**The Fall Festival is Saturday, October 21, 2023 from 11:00 a.m. until 11:00 p.m.**

**VENDOR SET UP TIMES**

**Food Truck/Large Concession Vendors:  
Friday, October 20<sup>th</sup> 6:30 p.m. – 8:30 p.m**

**Small Vendors:  
Friday, October 20<sup>th</sup> 6:30 p.m. -8:30 p.m. & Saturday, October 21<sup>st</sup> 6:00 a.m. – 9:00 a.m.**

*The festival area is secure and patrolled overnight, we encourage Friday set up to avoid a surplus of Saturday morning traffic entering the festival area.*

**VENDOR BREAK DOWN TIMES**

**Saturday, October 21<sup>st</sup>  
Early departure/breakdown time is BETWEEN 4:00 P.M. – 5:00 P.M.**

**If you plan to leave as an Early Departure vendor, please indicate here: Yes \_\_\_\_.**

These vendors will be placed as close to vendor parking as possible. You may cart your items to your vehicle, so that you may leave the festival. However; unfortunately, we cannot allow any vehicular traffic during the festival without it posing a safety hazard to those in attendance. You may also breakdown your area and return Sunday morning between 6:00 - 8:00 a.m. to retrieve your tent and/or table(s).

**If you plan to stay until 11 p.m., please indicate here: Yes \_\_\_\_.**

As an all-day vendor, I understand that if I do not break down my booth during the early departure hour, I will not be able to bring my vehicle back into the festival area until the festival is over and the attendees have cleared the grounds. I also understand that I will need to speak with the coordinator, a committee member or a city employee to assist with the entry of my vehicle and the exit of my trailer/equipment. Otherwise, I understand that I need to be back Sunday morning between 6:00-8:00 a.m. to complete the removal of said trailer/equipment.

Disclaimer: I hereby release and forever discharge the City of Bushnell or any of its employees from any responsibility, personal liability, loss or damage in connection with the Fall Festival. I agree to obey all rules set forth by the festival committee. I also understand that if I violate these rules, I may be asked to leave the premises immediately and I may not be considered for future City of Bushnell events.

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email address: \_\_\_\_\_

**YOUR VENDOR PACKET WILL BE MAILED TO THIS ADDRESS APPROXIMATELY TWO (2) WEEKS PRIOR TO THE FESTIVAL. ALL INSTRUCTIONS AND DETAILS WILL BE IN THIS PACKET (SPACE NUMBER, FESTIVAL MAP, PARKING PLACARD, PARKING MAP, ETC.) - This information will not be emailed.**

## **VENDOR RULES & INFORMATION**

**APPLICATION DEADLINE:** The absolute final deadline is **FRIDAY, OCTOBER 6<sup>th</sup>**. No applications can be accepted after this deadline.

**COMPLETE APPLICATION THOROUGHLY:** It is vital to list the services and/or products on your application, as this will prevent duplication of items being sold by vendors who are side by side.

**FESTIVAL HOURS:** The festival hours are 11:00 a.m. until 11:00 p.m. Vehicular access (vendors) into the festival area ends at 9:00 a.m. due to road closures for the parade. For pedestrian and guest safety, **NO VEHICLES** will be allowed in the festival venue after 9:00 a.m. on Saturday morning or before 11:15 p.m. Saturday evening.

**Generators:** Vendors may use generators if electricity is required.

### **SUMTER COUNTY FIRE INSPECTOR NOTES & REQUIREMENTS:**

- **From the standpoint of fire safety, a generator is required to be located a minimum of 5 ft outside the tent or structure (portable or stationary)**
- **A generator is required to be protected from the public in some manner, such as a small fence, to prevent tripping, bumping into or smoking near a generator.**
- **NO SMOKING** signs should be placed at the generator and around gas powered equipment and fuel cans should be safely stored when not in use.
- **Extension cords are considered trip hazards and refueling hot generators is a fire hazard.**
- **Food vendors who plan to fry, grill or have a stove top during the festival are required to be permitted by Sumter County Fire & EMS prior to conducting business in Sumter County and vendors with these appliances are required to have sufficient hood and fire suppression systems in place.**
- **All fire extinguishers are required to be tagged by a FL certified fire equipment dealer.**
- **Mobile concessions are required to have an annual permit per Sumter County Ordinance. They can be obtained by calling 352-689-4500. This inspection can be performed at any time with an appointment prior to the event.**

***All vendors who will be cooking and/or using generators should familiarize themselves with this information!***

**Water use:** Food vendors must supply their own water, for safety reasons, hoses cannot be used across festival grounds.

**Booth Sizes:** All spaces measure 12' x 12'. All your materials, including but not limited to tables, chairs, props, tents and merchandise or prizes must fit within your space. If more space is needed, please purchase an additional booth.

**Upon Departure:** We ask that your space looks as it did when you arrived. Please be mindful of trash, items left behind and any other belongings that are in your area and remove them when you leave.

**Code of Conduct:** We ask that all in attendance; guests, vendors, and staff, behave in a manner appropriate for this family-oriented day. We look forward to providing another fun-filled day for everyone involved and can only do that with your help.

We are glad that you have chosen to participate in our festival celebrating the City of Bushnell. Looking forward to seeing you in "October on the Plaza".

Thank you,

Kelli Barnes, coordinator – Bushnell Fall Festival

Cell: 352-661-0463 Email: [Bushnellfallfestival@cityofbushnellfl.com](mailto:Bushnellfallfestival@cityofbushnellfl.com)