



Largo Community Center 2024 *Under The Oaks Market*

Registration Information

Date: Sunday March 10, 2024
Time: 10a – 3p
Location: Largo Community Center Park
400 Alternate Keene Road
Largo FL 33771
(727)518-3131

This event is open to artists, crafters, plants and food vendors of all ages and abilities.

Event information:

- Tables are \$15 per space and vendor will pick table.
- Each vendor will be supplied with one, 8' table and two chairs unless payment is made for multiple tables.
- Set up may begin at 7:30a. Some carts will be available to move product from your car to your table, but be prepared to carry your own items.
- The event ends at 3p. **No** early tear down allowed.
- All vendors must return a completed Registration Form and table reservation payment. Credit card, cash or check. (Checks made payable to **City of Largo**).
- All items must be *original, handmade* items or prints of original work. No imports, wholesale or resale items will be allowed. Vape, CBD and tobacco items are prohibited for sale.
- Vendors are responsible for collecting and paying all taxes on items sold.

Largo Recreation, Parks & Arts
Largo Community Center
400 Alt. Keene Road Largo FL 33771

Carisa Roush: Coordinator
(727)518-3134



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Registration Form

Name: _____ Phone: _____

Business Name (if applicable): _____

Address: _____
Street City Zip

Email: _____

Description of art, craft, plants, food/misc.: _____

Table fee: \$15 per table

Number of tables requested: _____ Table # _____ Art Room _____

Outdoors _____

Total Amount Enclosed: \$ _____ Checks payable to **CITY OF LARGO**, please.

Print Name

Signature

Date

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Largo Community Center 2024 Under The Oaks Market Operations Agreement

(Must be signed, dated and submitted with reservation form)

The operations agreement is put in place to remind exhibitors of our basic rules for operation during City of Largo events. After reading each item, please initial to indicate that you have read and agree. These are not optional. All must be initialed. ***Incomplete applications will not be honored.***

I understand and will adhere to all operating rules and procedures including those listed below.

_____ My booth will be open for business from 10a to 3p on the day of the event.

_____ I understand that my vendor space is one 8' table and 2 chairs and will be reserved when my signed registration form, operations agreement and vendor fee are received by the Largo Community Center.

_____ I will pick up/clean up around my table space before leaving the event.

_____ I understand that distribution of fliers is not permitted without the express written permission of the Largo Community Center.

_____ I will ensure that others working my exhibit during the run of the show are familiar with the operations and rules and will adhere to the Largo Community Center rules.

_____ I understand fees paid help the Largo Community Center in the overall production of the event. If I need to withdraw from the event, I will do so in writing no less than 30 business days prior to the event. I understand within 30 business days of the event, no refunds are available.

_____ I agree to cooperate with the City of Largo and to comply with all rules, regulations and policies set for the by the City of Largo relative to the sale and distribution of items by a vendor.

_____ I forever discharge and release the City of Largo and all other cosponsoring organizations from any and all manner of actions, suit, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while participating as a vendor at a City of Largo event.

If you would like to help advertise for this event by handing out fliers (provided by Community Center), or posting on social media, making signs etc. please leave email address _____

Agreement: I have read and understand the policies of this event. I agree to follow these guidelines and to communicate them to my staff, volunteers, vendors and others associated with my table. I have been given the opportunity to ask questions regarding the application of the guidelines. I understand that I will be liable for damages to the Largo Community Center resulting from my failure to comply with these guidelines.

_____ Date _____

Print Name

Signature