



Downtown Festival & Art Show

Community Booth Application

Application Deadline July 2, 2018

Gainesville, the cultural heart of North Central Florida, invites community organizations to apply to participate in the 37th Annual Downtown Festival & Art Show on December 1 and 2, 2018 from 10 a.m. to 5 p.m. both days. The streets of historic downtown Gainesville (from City Hall to the Hippodrome State Theatre) will be transformed into a celebration of art and creativity, complete with live music, performing arts, a children’s hand-on activity area and a spectacular array of food.

The festival offers a great opportunity for charitable and not-for-profit groups to connect with the public by providing information on the organization and the services it provides to the community. Please submit proof of 501C 3 or not-for-profit status along with your application. With only 55 booth spaces available, the community booths fill up fast. We encourage you to apply and look forward to hearing from you soon!

Business Name: _____

Contact: _____ E-mail: _____

Address: _____ City/State: _____ Zip: _____

Phone (w/area code): Home: _____ Cell: _____

Other Shows Participated in: _____

Description of Organization: _____

Detailed Description of Use of Space: _____

I participated in 2017 and would like my same booth spot: yes no

FEES:

- Community Information Booth - \$51.00**
Booth size is 10’X10’. You must supply your own tent, tables and chairs.
- Community Information Table - \$25.00**
Booth size is 8’X8’ (tent not permitted). You must supply your own tables and chairs.
- T-shirt Order - \$9 per t-shirt**
If accepted, I would like to order a T-shirt at the special price of \$9/shirt.
Please reserve: Adult: ___S___M___L___XL___XXL Women’s: ___S___M___L___XL___XXL
Enclose payment for your T-shirt, in addition to your Booth Fee.

ELECTRICITY:

Electrical access is extremely limited in the area and only a handful of booth spaces are close to electrical boxes. Electrical access requests are filled on a first-paid, first-served basis and require a separate check from your booth payment. This check will be returned if we are unable to place you in a booth with electrical access.

Yes, I Do Need 110-V Electricity - \$30 fee required. Separate check is enclosed.

Signature on reverse side required to complete application.

Downtown Festival & Art Show Rules

1. Application deadline is Monday, July 2, 2018. Booth fees must accompany submission of application; the check should be made payable to the City of Gainesville. Only applications that are complete and meet the deadline will be considered.
2. You must supply your own tent, tables and chairs.
3. You will be notified by mail/email if you have been accepted into the show by July 31, 2018. Status information will not be given in person or over the telephone.
4. Acceptance is a commitment to show. Fees are non-refundable for cancellation; no rain/weather refunds will be granted.
5. Only one space per organization will be allowed.
6. The Festival Committee reserves the right to prohibit sales of certain items.
7. Collection and remittance of Florida sales tax is the responsibility of each community group. The Department of Revenue is given participants' information.
8. Sunny Andrei, Festival Coordinator, will assign booth spaces on a first come, first serve basis. A community groups' packet with booth assignment and set-up information will be mailed in August.
9. Community groups are permitted to set up on Saturday morning only — set-up will not be allowed on Friday.
10. Community groups must check in with a picture I.D. on Saturday morning between 6 a.m. and 9 a.m. at the Information Booth. Space will be forfeited if community group fails to appear during check-in hours.
11. Community groups are responsible for keeping their area clean and orderly during the show.
12. Exhibiting is limited to your assigned area and roving is not allowed.
13. Booths must be staffed at all times during the Festival. Community groups who fail to show on both days will be ineligible for future shows.
14. The City is not responsible for items left overnight in booths.
15. Vehicles are not permitted in show area after 9:00 a.m. Saturday. The streets will remain closed overnight and will re-open to vehicular traffic at 8:00 p.m. Sunday. Community groups must be packed and out of the Festival area on Sunday by 8:00 p.m.
16. Bicycles, roller skates, roller blades or skateboards are not permitted at the Festival. The police will enforce these rules.

INDEMNIFICATION: Vendor agrees to indemnify fully and save and hold harmless the City of Gainesville, its officers, employees and agents against all damage claims, liabilities and causes of action of every kind and nature, to the extent that they are not caused by the conduct of the City agents or employees. The City shall give the Vendor prompt and reasonable notice of any such claims or actions and Vendor shall have the right to investigate, compromise and defend the same to the extent of Vendor's own interest. Nothing contained in this Agreement shall be construed as a waiver of the City's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

WAIVER OF CLAIMS: The City of Gainesville and its agents shall not be liable for, and vendor(s) hereby release all claims for damage to or loss of personal property sustained by vendor(s) or any person claiming through vendor(s), resulting from any fire, accident, occurrence, theft or condition in or upon the Festival staging grounds of which they shall be part of, or of the adjoining areas provided same are not due to the negligence of the City of Gainesville or its agents. I have read and agree to comply with show rules. I understand and agree that the City of Gainesville or any other sponsoring organization will not be responsible or liable for any damage or loss to participants or personal liability in connection with the show.

Applicant's Signature

Date

Return Application to:

Sunny Andrei, Festival Coordinator

City of Gainesville, Department of Parks, Recreation & Cultural Affairs

Downtown Festival & Art Show, PO Box 490, Station 30 Gainesville, FL 32627

(352) 393-8536 * andreisv@cityofgainesville.org * www.gainesvilledowntownartfest.org