

Harvest Nights Music Festival Retail Vendor Application

Thank you for your interest in participating in the 2024 Harvest Nights Music Festival. We look forward to a successful event and anticipate a presence for years to come, bringing the biggest names in music to Immokalee for a great cause.

At The Charity Pros, we believe what makes a successful festival is not solely the first-class talent but the array and quality of our vendors. We look forward to working with you.

Along with this letter, please find the attached 2024 vendor application and appropriate return date for consideration.

All rules and regulations enclosed apply to each applicant. Incomplete applications will not be considered. To submit your application, please email to megan@thecharitypros.org . You are ultimately responsible for making sure your application was received, so please check in with us within 5 days of sending.

Retail vending applications are due by August 24, 2024. All applications received there after will not be considered for the 2024 festival. The Charity Pros will review the applications and extend an invitation of participation and contract by email to selected vendors by August 31, 2024. Please review the contract carefully and return by September 7, 2024, with 50% of your fees due at that time.

Should you have any questions regarding the application or event details, please email megan@thecharitypros.org

Best,

The Charity Pros Inc.

RETAIL VENDOR APPLICATION 2024

All prospective vendors interested in participating in the 2024 festival must submit the following by the application deadline of August 24, 2024; completed application form, proposed items with pricing, layout of the area including width and depth, a picture of the booth and or trailer.

Date _____

Vendor Name: _____

Contact: _____

Address: _____

Phone: _____ Fax: _____

Email address: _____

Federal Tax ID # _____

Description of items to be sold _____

YOU MUST PROVIDE PICTURES OF BOOTH AND LAYOUT

Site Price-

100sf Space- \$550

200sf Space- \$800

400sf Space-\$1300

Custom Activation or Larger sites- Contact megan@thecharitypros.org

Vendor to provide own tent if needed- Two-8’ tables and 2 chairs are included.

Additional tables and chairs are available for a fee in advance

Electrical Services	110/120V	220/240V
Up to 20amp	\$250	\$275
Up to 40amp	\$265	\$290
Up to 60amp	\$275	\$315
Up to 80amp	\$325	\$375
Up to 100amp	\$350	\$395

You may bring your own generator with prior permission.

***** Please note electric will not be hooked up at your booth until midday Thursday**

Vendor RV/Camper Camping On Site- No Tents-

See the Campsite information on the Charity Pros Website. We will extend a 25% discount to all vendors purchasing a campsite.

EMAIL COMPLETED APPLICATION TO: megan@thecharithpros.org

NOTE: Application is NOT a guarantee of acceptance. DO NOT enclose any fees at this time. This application is not a contract and is in no way binding to the Charity Pros Inc. Please see attached rules and regulations (attached) and please sign below stating that you have read and understood the information provided on this application. Application and photos may be submitted electronically to megan@thecharitypros.org

I understand that this form is an application for SPACE ONLY, and is neither a commitment by the applicant, nor an offer by the Harvest Nights Music Festival to rent space. I understand that The Charity Pros Inc. reserves the right to determine the final location of any concession. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature

Date

Print name

Festival Rules & Regulations

Events Dates & Hours of Operation

On event days, vendors are expected to be open, staffed and ready for business when the gates open and be ready to operate continuously until the end of the festival day. Vendors are not permitted to close early and if caught doing so, is grounds for eviction. The mandatory hours of operations for the event days are as follows:

Friday, November 22: 4:00 pm- 10:30 pm

Saturday, November 23: 2:00 pm- 10:30pm

Sunday, November 24: 2:00pm- 9:30pm

*Times subject to change

All vendor vehicles must exit the festival grounds one (1) hour prior to gates opening and will not be permitted to re-enter the park until one (1) hour after the event closes. Vendor roaming is strictly prohibited unless approved by the Charity Pros Inc. Should a vendor be found roaming without permission, it is immediate grounds for eviction.

SELECTION CRITERIA AND PROCESS

Selections are based on several criteria. These include, but are not limited to: quality, value and uniqueness of the proposed retail selections, ability to effectively service an extensive number of patrons over the course of the festival, festival experience in festival retail vending, level of professionalism exhibited by signage, equipment and set up and local or regional representation. The appearance of your vending operation is highly important. We do not allow the use of unsecured pop-up tents, all tents must be anchored. Vendors will be notified of their selection status via email on or by August 31, 2024.

TENT POLICY

The Charity Pros will provide our vendors with the contact information for the official tenting company if needed.

PRODUCT SELECTION AND POLICIES

As part of the application process, vendors are required to submit a proposed product list. Please note that the selection and approval process is limited to allow each approved vendor to gain a higher level of exposure to patrons while allowing them to maximize their profits. Additionally, to keep from over saturating the festival with like products, we will only accept no more than (3) vendors selling alike products. Selection of vendors is based, in part, on items offered as well as value to the patron, with preference given to vendors that offer unique products. This is considered on a first-come-first serve basis. Selected vendors may only sell those items listed in their contract.

VENDOR FEES

Selected vendors will be required to pay space fee and a \$350 (refundable) clean up deposit. Vendor fees are based on total space required for vending, prep and storage space. Vendors are provided access to reasonable electrical service (fee) and trash pickup.

Clean-up Fee: Deposit \$350 per space, refundable if space is clean upon load out.

VENDOR CAMPING

Vendor camping is available, see the Charity Pros website for details. Charity Pros will offer a 25% discount on campsites. Campsites are located outside the festival bowl in the adjoining property. Camping within the festival bowl is strictly prohibited and grounds for eviction from the festival premises. No sleeping in stock trucks permitted.

PRODUCT EXCLUSIVITY

Vendors interested in selling particular items **exclusively** should contact megan@thecharitypros.org to discuss available options. Vendors granted exclusivity for a particular item would pay a higher fee determined on an individual basis.

VENDOR BADGES

Badges and passes are allotted per space are:

200 SF

- (2) Vendor passes
- (2) Parking passes
- (4) Additional badges can be purchased for \$99

400 SF

- (4) Vendor passes
- (4) Parking passes
- (4) Additional badges can be purchased for \$99

Charity Pros Inc, is not responsible for lost or stolen badges. To receive new badges, the vendor can purchase badges at the given vendor rate. **Admission badges must be distributed to the employees prior to their scheduled shift. There is no will call for vendor badges.**

PERMITS, LICENSES AND INSURANCE

Each vendor is required to submit a tax identification number with their application. Vendors will be responsible for reporting their income. Vendors are required to submit certificate of insurance to The Charity Pros Inc. no later than October 1, 2024. Participating retail vendors are expected to comply with all rules and regulations of the Seminole Tribe of Florida. Proof of insurance on retail goods or business insurance is required for participation.

• INSURANCE REQUIREMENTS:

Participating vendors will be required to furnish to The Charity Pros Inc. a certificate of Insurance evidencing a minimum of \$1,000,000 combined single limit general liability coverage naming the Charity Pros Inc and others deemed appropriate as additionally insured. Proof of automobile and workers compensation coverage with minimum coverage of \$100,000 single limit is required as well.

Workers Compensation: If required by law:

- Coverage A - Statutory
- Coverage B - \$100,000 each accident- \$500,000 Disease Aggregate- \$100,000 Disease each employee

General Liability:

- General Aggregate Limit- \$1,000,000
- Products/Completed Operations- \$1,000,000

- Personal & Advertising- \$1,000,000
- Injury- \$1,000,000
- Each Occurrence Limit- \$50,000
- Medical Expense- \$1,000

Automobile Liability

- Vehicle Coverage- Any automobile
- Bodily Injury- \$1,000,000 Combined Single Limit
- Property Damage- (included)
- Uninsured Motorists- \$1,000,000

VENDOR LOAD---IN

In order to better serve you, vendors will be scheduled to load-in at varying times this year. Your vendor coordinator will get with you on your specific vendor load-in time. The load-in days will be Wednesday, November 20 and Thursday, July 21th. Please note that electric will not be hooked up until midday Thursday. Please make your schedule time to keep from forgetting your vendor fees. Let your coordinator know up front what will and won't work for you, that we can schedule a time that you can achieve. Load-in times are allotted on a first come first serve basis, hence those vendors who promptly return signed contracts and payment will have first priority and pick of time.

ADDITIONAL REQUIREMENTS AND REGULATIONS

All vendor prices must include sales tax. Vendors must display signage that reads to patrons that sales tax is Included in the pricing.

- Vendors must order reasonable electrical service directly from the Charity Pros Inc. Vendors can are prohibited from bringing their own generators on site. Electrical service will be provided at a reasonable rate (please see application).
- Retail vendors will not be allowed to sell, give away or consume alcoholic beverages.
- Vendors are strictly prohibited from roaming/selling goods outside of their purchased vending space, unless in a previously approved agreement with The Charity PROS to do so.
- Use of the name "HARVEST NIGHTS" or any variation thereof, on any signage, t-shirts, printed materials, etc., will not be allowed without written permission from The Charity Pros Inc.
- The solicitation and or acceptance of tips by participating vendors and their employees is strictly prohibited. Vendors found to be soliciting and/or accepting tips will be fined \$100 per incident, and/or closed and evicted from the event site.
- Charity Pros Ince will not allow any items, i.e., flags, t-shirts, bandanas, novelty items, to be sold or promoted that reference illegal activities, profanity, nudity or discrimination. This is a no tolerance policy. The Charity Pros reserves the right to remove from the grounds, any exhibitor breaching this policy and will result in permanent termination from displaying at any future events.
- No early teardowns allowed. (Please see vendor hours).
- All exhibitors must comply with The Charity Pros Inc rules and regulations. his includes; NO food or beverage carry in's. One small water-dispensing cooler may be placed at your booth at the time of the set-up for you and your employees. Once the festival gates have opened, you will not be allowed to carry in any coolers, food, beverages, etc. We have instructed security not to allow these items into the festival bowl.
- Vendors and staff are NOT allowed to set up chairs in the concert area at any time.
- Security is provided on a 24-hour basis, however, the Charity Pros Inc does NOT assume responsibility for any stolen or damaged items. Absolutely NO PERSONS will be allowed in the

concert arena after 1 am.

- Applications are not binding until approved and signed by management, The Charity Pros Inc reserves the right to cancel/terminate contract at any time.
- SHIPPING- Any vendor accepting shipments (Ups, fedEx or otherwise) must be on site to accept packages in their name. NO EXCEPTIONS. You must make arrangements with the shipper/carrier to contact you upon package arrival. The Charity Pros Country does not want to turn these packages away, but we will. Please take care of your own shipments, as we have many other things to worry about.
- Only vendor/sponsor wristbands will allow early morning and late night entry to load and unload supplies and maintain booth displays.
- All vehicles must have a Harvest Nights vehicle pass. Any vehicles in the festival grounds must have the appropriate accreditation