



TALLY FIESTA 2015 - VENDOR RULES & REGULATIONS

Site Reservations:

1. All Vendors who desire to participate in Tally Fiesta 2015 shall complete a vendor registration form and pay the required vendor fee in the form of check or money order made payable to: Tally Fiesta, Inc.
2. Non-sufficient fund payments - NSF's are subject to additional fees up to \$40 and may be turned over to collections.
3. Refunds – We may consider a refund on an individual basis, and the vendor may be asked to write a letter requesting a refund. However, Tally Fiesta, Inc. reserves the right to refuse to refund a no-show.
4. No Call, No Show – If a vendor fails to call or show up for a market, there is NO refund.
5. All Vendors must abide by the maximum square footage (10x10) requirements and must purchase additional space if needed to satisfy their needs.

Hours of Operation:

The hours of operation for Tally Fiesta 2015 shall be 1p.m. - 9p.m. on Saturday, October 17, 2015. All concession and display vendors are required to be open for business during these hours.

6. All Vendors are expected to be courteous and respectful.
7. For the safety of our guest and other vendors please DO NOT attempt to dismantle your area until after 9pm Saturday, October 17, 2015.
8. You are responsible for the cleanup of your vendor area. All trash needs to be bagged and placed into a near trash receptacle.
9. Although security will be provided, Tally Fiesta, Inc. will not be responsible for any damages, theft or any other problems during the event, including weather conditions.
10. *Basic set up begins Saturday, October 17, 2015 at 11am.* Please anyone wishing to set up earlier must speak with the Vendor Committee Chair.

Parking:

11. All vendors must park their vehicle in the Kleman Plaza garage or nearby parking spaces downtown.
12. Unless you are a registered food truck vendor, NO PARKING ON DUVAL STREET.

Regulatory Requirements:

13. All vendors are required to comply with applicable Florida Department of Agriculture and Consumer Services, Division of Food Safety requirements or the local Health Department rules and regulations.

Stand Appearance:

14. All stands must have the name of the organization or business displayed in a visible location.
15. All stands are to appear attractive and in theme with the Tally Fiesta, Inc – Celebrating Hispanic Heritage and constructed from durable materials.

Vendor Booth Showcase/competition:

Tally Fiesta 2015 Celebrating Hispanic Heritage Award

The vendor with the best décor of Hispanic/Latino culture will be recognized the day of the event and will receive one of the following:

- Tally Fiesta 2016 waived vendor fee, or
- Full refund of their Tally Fiesta 2015 vendor application fee

Vendors will be judged on appearance & cultural spirit.

Suggestions: Pick a Hispanic/Latin country – Decorate, Educate, Invite the community to learn about the country and your services/goods.

TALLY FIESTA - 2015 VENDOR APPLICATION

Saturday, October 17, 2015- 1 p.m. until 9 p.m.

Please print and complete application fully. Send completed application with payment to:

Tally Fiesta, Inc. Wilhelmina Square, 1026 East Park Avenue, Tallahassee, Florida 32301

For more information, email: tallyfiesta@gmail.com

Name _____ Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone: (____) _____ Mobile: (____) _____

Email address: _____

Describe Business/Organization: _____

Describe Items/Service/ Food: _____

Please note: vendors are required to collect Florida sales tax of 7.5% in Leon County as provided by law.

**Each Vendor Reservation fee includes one eight foot table, and two folding chairs.
A presentable 10x10 tent is required for this event. Tents are an additional cost.**

Food Craft/Art Service/Retail Other _____

Regular for Profit 10x10 space: \$125.00 \$ _____

RSO/Non-Profit Organization 10x10 space: \$30.00 \$ _____

A 10x10 Tent for: \$30.00 (Not necessary for food trucks) \$ _____

Additional table & chairs for: \$30.00 \$ _____

After September 25, 2015- Late Fee of \$50.00 \$ _____

TOTAL: \$ _____

I will need electricity at the site: (Must bring your own extension cords and tent lights as needed)

Please make check or money order payable to: Tally Fiesta, Inc.

Since space is limited, the completion of this application represents my commitment to participate in **Tally Fiesta on Saturday, October 17, 2015**. I hereby agree to defend, indemnify and hold Tally Fiesta, Inc., City of Tallahassee, and Leon County as harmless from and against any claim, demand, suit, loss, causes of action, damages, liabilities, obligations, costs, expenses, and judgments (including without limitation, death, and damages to property) caused by participants acts or omissions or failure to abide by the Vendor rules and conditions contained herein. Further, I hereby grant full permission to Tally Fiesta, Inc. or authorized agent to use any photographs, videos or any other record of this event for any legitimate purpose. Vendors shall provide documentation of \$1,000,000 of liability insurance with the City of Tallahassee named as the additional insured. (Your insurance agent can provide you with a copy of your liability insurance declarations page with the City of Tallahassee named as the additional insured.) I have read and fully understand the Vendor Rules and Regulation.

Signature _____ Date _____

Setup begins at 11:00 a.m. The event starts at 1 p.m. Take down begins at 9 p.m. sharp.

Tally Fiesta 2015 Vendor Check List October 17, 2015

Did you remember to bring?

- ⊗ Extension cords (required to provide your own)
 - Recommend taking a walk around the plaza to check out outlets/plugs
 - You may need extension cord longer than 10 ft.
- ⊗ Duct tape- no loose cords
- ⊗ Table cloth (for 8 ft. table)
- ⊗ Signage displaying business name
 - Don't forget twist ties, string or tape
- ⊗ Items to clean up your booth (paper towels, wet wipes, sponges, etc.)
- ⊗ Lights (no candles or open flames allowed); sunset average at 7:10 p.m.
 - You may use Christmas lights, battery powered lights, flashlights, etc.
- ⊗ Show your Hispanic/Latino pride!!
 - You may hang flags, signs, banners and decorations
- ⊗ Bring enough cash for change!!
- ⊗ Food trucks - Your own generator please!

Nice but not necessary:

- ⊗ Bug repellent & hand sanitizer
- ⊗ Advertise! - TAG US! #tallyfiesta2015
 - Facebook.com/tallyfiesta
 - Twitter.com/tallyfiesta and/or @tallyfiesta

Set up window: 11:00 a.m. - 12:45 p.m.

- ⊗ 11:00 a.m. - Food vendors
- ⊗ 12:00 p.m. - Food trucks
- ⊗ *Spaces will be numbered, map will be given closer to event

Parking:

LOADING ZONE is temporary only.

Parking is on your own, garage and street parking.

Event Time: 1:00 p.m. - 9:00 p.m.

Breakdown: 9:01 p.m.

Tables and tents must be wiped down clean and folded. Someone will be by to pick them up closer to 9:30pm. Pick up the trash around your booth and place in surrounding trash receptacles.

Running late or issues prior to set up, call: MariaJose Villavicencio 850.980.0044