



# Retail Vendor Application

Cotee River Bike Fest<sup>SM</sup>

October 7, 8 and 9, 2022

Event Hours of Operation:

Friday: 5:00 pm - 11:00 pm / Saturday: 10:00 am – 11:00 pm / Sunday: 10:00 am -5:00 pm

**Required Information:**

DBA or Business Name: \_\_\_\_\_

Valid Sales Tax Certificate Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact for Event: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Note: All communications for the 2022 Cotee River Bike Fest Event will be sent to the Event Contact information listed above.**

Brief Description of Merchandise or Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Initial:** \_\_\_\_\_



## Vendor Space and Pricing

Note: Vendor locations are awarded in order of completed packet, payment submissions and space availability.

**Vendor Space:**

Please indicate (length and width – trailer overall length including tongue)

- ◆ Tent \_\_\_\_\_
- ◆ Trailer \_\_\_\_\_
- ◆ Other \_\_\_\_\_

**Vendor Pricing**

**Sims Park**

- ◆ \$562.00 (10 ft. x 10 ft.)
- ◆ \$375.00 (each additional 10 ft. x 10 ft.)

**Downtown**

- ◆ \$450.00 (10ft. x 10 ft.)
- ◆ \$225.00 (each additional 10 ft. x 10 ft.)

Total Depth: \_\_\_\_\_ Total Frontage: \_\_\_\_\_

Total Price: \_\_\_\_\_

**Initial** \_\_\_\_\_



**Vendor Requirements**

- Applications must be filled out and all required materials included
- 50% down payment is required with submission of application to hold your vendor spot (see page 4 for payment information)
- Acceptable payments are cash, check and credit card.
- Applications will be date stamped and awarded to earliest applicants

## Insurance Requirements

- Each vendor is required to have a Certificate of Liability showing proof of insurance with a minimum of 300,000, valid through the date of event.
- Name on policy **MUST** match application. Please request for form ACORD 25 or the equivalent.
- List “Farrell Cares, Inc. 6835 Commerce Ave. Port Richey, FL 34668” as certificate holder and additionally insured.
- The policy to which the additional insured is added applies on a primary basis in relation the additional insured’s own policy, which will be non-contributing. The description of operations should be listed as “Cotee River Bike Fest<sup>SM</sup>, Event Date October 7-9, 2022.”
- **Insurance Deadline is October 1, 2022 – No exceptions**

## Acceptance Policy

- Cotee River Bike Fest<sup>SM</sup> is a rain or shine event
- No refunds once your location has been assigned
- Vendors fees will immediately be deposited upon receipt
- Farrell Cares, Inc. reserves the right to accept or reject any applicant for any reason

**Initial:** \_\_\_\_\_

Return application to:

Farrell Cares, Inc. 6835 Commerce Ave. Port Richey, FL 34668

Phone: 727-271-6848 - Fax: 727-845-7664



## Payment Information

- **50% down payment** is required with submission of application to hold your vendor spot
- Final payment is due on or before **October 1, 2022 – NO EXCEPTIONS!**

**Credit Card:**

Name as it appears on card:

\_\_\_\_\_

Credit Card Number:

\_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ CVV \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Balance

Remaining: \_\_\_\_\_

**Check:**

Name on Check: \_\_\_\_\_

Check Amount: \_\_\_\_\_ Check # \_\_\_\_\_

Balance Remaining: \_\_\_\_\_

**Cash:**

Cash Amount: \_\_\_\_\_ Cash Paid By: \_\_\_\_\_

Balance Remaining: \_\_\_\_\_

**Initial:** \_\_\_\_\_

**CRBF Office Initial** \_\_\_\_\_

**General Rules and Regulations**

- Vendor displays must stay within designated square footage of space requested. This includes display racks, tables, awnings, trailer tongue, tie downs, etc. If you need additional space in front of or behind your space for display racks, please add footage to your size request.
- ALL Vendors must check in for further instructions and receive your vendor location map before setting up. All monies due must be paid in full and a copy of your insurance certificate on file by October 1, 2022.
- 24-Hour security is provided from Thursday October 6, 2022 evening through Sunday, October 8, 2022 afternoon within the designated event area. However, The City of New Port Richey and Farrell Cares, Inc are not responsible for any theft, vandalism, damage or loss of business caused by others
- Vendor setup is after 12:00 Noon on Thursday, for all Sims Park vendors.  
Downtown Vendor setup is after 1:00 pm. on Friday.

- All vendors must leave location clean of trash, zip ties and debris. Each location will be inspected and noted on what condition your space was left in.
- All bagged trash and broken down cardboard boxes must be placed next to trash receptacles.
- No vendor may assign, sublet or apportion all or any part of the privileges or of the space assigned to them, nor permit any other party to exhibit herein, other than the business to which the space is assigned and insured.
- Vendors are expected to remain open during official event hours. Entertainment is scheduled until 11:00 pm. Friday & Saturday nights on all stages.
- Merchandise displaying any wording reference to Cotee River Bike Fes<sup>SM</sup>, Bike Fest, Bike Rally, Cotee River, New Port Richey Bike Fest, or New Port Richey, Florida 2022, will not be allowed. Farrell Cares, Inc reserves the exclusive right to the sales of all “Cotee River Bike Fest official event merchandise.
- No wording of Official Event Merchandise will be allowed on any signage. Farrell Cares, Inc reserves all rights to any and all official event merchandise.
- Violation of the above policies may result in immediate ejection from the event and loss of booth fee.
- No merchandise considered obscene or drug paraphernalia will be allowed as determined in the Farrell Cares, Inc’s sole discretion.
- Vendor Parking: There are no designated parking areas for vendors. There will be vehicle lots around the perimeter of the event (nearby all vendor locations) where you can park at a first come first serve basis (location map provided one week prior to event)

By initialing vendor agrees that he/she has read and understands the “Rules and Regulations” of the event provided with this application as well as the City Vendor Requirements and will be able to comply as described. The undersigned understands non-compliance will result in immediate removal from the event. Initial: \_\_\_\_\_

**Hold Harmless and Indemnification**

I hereby agree to INDEMNIFY, RELEASE, and HOLD HARMLESS Farrell Cares, Inc, Cotee River Bike Fest<sup>SM</sup> and the City of New Port Richey and the Officers, Directors, Sponsors, Agents, Leagues, and Employees of these entities from and against any and all rights, actions, causes of action, suits, losses, damages, judgments, claims, claims of liabilities, cost and expenses of any kind as well as attorney’s fees and court costs at trial and on appeal, of whatsoever kind or nature to which these entities and individuals may be subjected to as a result of any death, personal injury or damage to property arising in any manner from my direct or indirect participation in the 2022 Cotee River Bike Fes<sup>SM</sup>, including any such rights, actions, causes of action, suits, losses, damages, judgments, claims, and claims of liabilities arising out of or resulting from the negligence of these entities or any of their agents, servants, employees or any independent contractors acting on their behalf. I further agree that this Hold Harmless Agreement shall apply in the event I am disabled, injured, or incur disease of a temporary or permanent nature while participating in, or die as a result of participating in, this activity regardless of the cause, including negligence of the above entities, their agents, servants, employees or independent contractors.

**Miscellaneous**

This Agreement has been delivered in the Pasco County, State of Florida and shall be construed in accordance with the laws of Florida and venue for any action arising from this agreement shall be Pasco County, Florida. This Agreement may not be modified or amended nor shall any provision of it be waived except by a writing signed by the parties, and in the case of the City of New Port Richey, approved by the New Port Richey City Commission at a public meeting.

1. In signing this application, the undersigned parties hereby represent and warrant that they are duly authorized representatives of the person or entity for which they sign and legally entitled to enter binding contracts on its behalf; that they have read this entire document; that they understand the terms and provisions of this document; that they know this document will affect their legal rights and/or those of the person or entity they represent; and that they have signed this document knowingly and voluntarily.

I understand that I will not be allocated space until all of the above documentation is on file in the Farrell Cares, Inc office and my 50% down payment is made and a credit card is provided to keep on file for final payment. All fees are non-refundable once location has been assigned. I certify that I have fully read and understand the contents of this application and that I fully agree to all of the terms and conditions.

Company Name: \_\_\_\_\_ **Print**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Initial: \_\_\_\_\_



# NEW PORT RICHEY FIRE DEPARTMENT

5919 Main Street, New Port Richey, Florida 34652

Chris Fitch, Fire Chief

7278531032

Fax: 7278531034

## Requirements for Special Events

**Inspections shall be conducted on the agreed time with the event coordinator, unless alternate arrangements have been approved by the Fire Marshal.**

### Must comply with the following at time of inspection:

- x **Tents:**
  - o Must conform to all applicable codes and requirements.
  - o Must be fire rated if over 10 ft. by 10 ft. or used for cooking of any type.
  - o Approval label, certification or fire rated tag **MUST** be affixed to the tent.
  - o Must be located at least 10 ft. from any existing structure.
  - o **Must** have at least 10 ft. between each cooking vendor.
  - o Non-cooking tents may have up to 4 tents connected but must maintain 10 ft. on both sides between them and the next vendor.
  - o Must be properly secured and/or anchored by 15 lbs per leg and no stakes allowed.
- x **Portable ABC fire extinguisher:**
  - o **For all cooking operations**, other than deep frying, a **minimum 2A:10BC** rated extinguisher minimum 5 lbs is required.
  - o Extinguisher must be placed in a conspicuous location, adjacent to the cooking appliance, not obscured from view and readily accessible for immediate use.
  - o If cooking appliances are separated, additional extinguishers are required.
  - o Extinguisher **MUST** be inspected annually and have a current inspection tag.
- x **K type portable fire extinguisher if cooking with fryer or emitting grease laden vapors:**
  - o For deep frying cooking operations, a K extinguisher with a minimum 40 BC rating being a minimum of 2.5 gallons is required.
  - o Extinguisher **MUST** be inspected annually and have a current inspection tag.
- x **LP gas cylinders:**
  - o All tanks shall be secured and protected from damage in the upright position on a solid surface as required by NFPA 34.
  - o 3 point anchoring is recommended for larger tanks.
  - o Tanks shall be closed when not in use.
  - o LPG equipment and connections must be in good working order and are subjected to testing prior to use.
- x **Cooking equipment:**
  - o Must be away from combustible material, and in good working order.
  - o All equipment is subject to testing prior to use.
  - o All fryers must be installed on a base so that the fryer is completely stable.
  - o All fryers must have lids available for immediate use.
  - o Must not obstruct walkways or exit ways.
  - o Maintain access to disconnect fuel supply gas or electric.
  - o Shall be arranged to protect public from accidental contact with cooking equipment.
  - o Where deep fryers are adjacent to open flame cooking devices they shall be separated by 16 inches or a noncombustible baffle of at least 8 inches in height.
  - o No cooking within 10ft of any existing structure.
- x **Electrical:**
  - o Must conform to requirements of National Electrical Code.
  - o Prior to connecting to W K H & L W \ | V H O V E R H O W W I L L F I N D O N P A R K S I D E F E H E A T I O N personnel and receive approval.

- Extension cords must be 10 gauge 2-wire with a ground (so they will have 3 prongs) when connecting to electrical source.
- The 10 gauge wire from the city's connection will run the vendor tent and connect to a power strip with surge protection. All vendor appliances will then plug into the power strip.
- Generators and outdoor wiring must have GFI protection.
- Generators that are accessible to the public must provide a physical barrier to protect from accidental contact.

It is the event coordinator's responsibility to assure compliance with all applicable Codes and requirements. For additional information, please contact:

**New Port Richey Fire Department** 727-853-1032 or the **Development Department** 727-853-1047

I, \_\_\_\_\_, **have read and understand the above requirements.**  
*Print name*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_