



2011 TOP OF THE LAKE CHRISTMAS FESTIVAL



AGREEMENT AND REGISTRATION FOR EXHIBITORS AND NON-PROFIT PARTICIPANTS

Festival Guidelines and Regulations

1. Fees for the event are as follows: Food Vendors- \$75.00; Arts and Crafts Vendors- \$50.00; Non-Profit Vendor- \$20.00; Non-Profit Non-Vendor- Free. Additional Space- \$5.00 per front foot.
2. The theme of this year's Christmas event will be **"AN OLD FASHIONED CHRISTMAS"**. The Top of the Lake Christmas Festival opens at 9:00 AM and ends at 8:00 PM or following the parade.
3. All fees must be paid when application is returned. Out of town vendors must submit payment via money order or cashier checks.
4. Vendors are responsible for retaining a copy of your reservation. You will be required to have your receipt at time of check-in. Confirmations will be emailed upon acceptance by the promoter.
5. Dumpsters are provided for your convenience. You are responsible for ensuring your space is cleaned when you are ready to leave. Please do not dump any grease or chemicals on the ground or in the dumpster. You must provide your own disposal of these items.
6. Applications are taken on a first come- first served basis. Do NOT assume you will have the same booth space each year. Buddy space reservations (requests to be next to your friend) will be handled on a first come- first serve basis.
7. There is limited parking in the festival areas. Any street side parking is to be left for those patrons attending the festival. Festival vendors should park their vehicles on side streets adjacent to the park.
8. No large vehicles (trucks, motor homes, trailers) are allowed in the park. Areas to enter park are designated on each end of the park to drive into the park with your vehicle.
9. Collection and payment of all sales tax is the responsibility of the vendor.
10. Outside booth dimensions are 10' deep and 10' wide. Set-up time begins on Friday, December 9, 2011 after 2 PM and take-down on Saturday, December 10, 2011 after 9:00 PM or after everyone has vacated the park following the parade, whichever is first.
11. All display materials shall be suitable for a family-oriented Christmas festival. Please decorate for the holiday spirit! Top of the Lake Christmas Festival Committee has the right to remove decorations that are deemed unsuitable or unsafe.
12. **ENTRY FEES ARE NON-REFUNDABLE.**

In registering for the Top of the Lake Christmas Festival as a vendor, exhibitor or Non-Profit Participant, I accept and agree to abide by the rules and regulations listed above. I also release and forever discharge to Okeechobee Main Street Inc., the City of Okeechobee/R.E. Hamrick Testamentary Trust, their affiliations, officers, members, sponsors and employees from any responsibility, personal liability, loss claims or damage arising out of or in connection with the Top of the Lake Christmas Festival. Further, I hereby grant full permission to the event organizers and/or other agents authorized by them to use photographs, videotapes, recordings, or other records of this event for legitimate reasons.

Please mail or drop off form and fee to: Okeechobee Main Street 111 Northeast 2nd Street, Okeechobee, FL 34972 Call: 863-357-6246 with questions.

Check whichever may apply: _____ Vendor/Exhibitor _____ Non-Profit Participant

Print Name _____

Signature _____

Date _____

Name of Company or Group: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number/Fax: _____

Email address: _____

List of items vending: _____

OFFICE USE ONLY- DO NOT WRITE BELOW THIS LINE

ASSIGNMENT

Park Number: _____

Booth Number: _____