

Vendor Rules, Terms & Acceptance 2016

(This is a Mandatory Requirement for All vendors)

(i) Set Up, Break Down, and Clean Up

Set up begins at 10:00am on Saturday October 22nd 2016 and must be completed by 3pm on Saturday October 22nd 2016. Vendors will be allowed to enter the park through the clearly marked vendor entrance with the necessary **VENDOR ENTRY PASSES** which will be provided at the **VENDOR ORIENTATION SESSION** in mid-October. Vendors **MUST** remove all vehicles from the unloading areas and park in the specified parking areas by 4pm on Saturday October 22nd 2016. Vendors not in compliance will be ticketed or towed by the Coral Springs Police Dept.

NO VENDOR VEHICLES WILL BE ALLOWED INTO THE PARK ONCE THE GATES ARE CLOSED ONE HOUR PRIOR TO THE START OF THE EVENT. THIS IS MANDATED BY THE CORAL SPRINGS POLICE DEPARTMENT. ABSOLUTELY NO EXCEPTIONS!!!

So please arrive early to setup!

Break down begins at 10pm on Saturday October 22nd 2016.

(ii) Absolutely NO early breakdowns allowed.

Vendors are responsible for **ALL** garbage removal from their space. Vendors leaving trash behind are subject to a fine and may not be allowed future participation in the Divali Nagar Celebrations. Trash must be disposed of at the designated dumpsters. Absolutely no dumping of liquids, oils, hazardous materials on the field or premises. This will result in huge fines directly to you the vendor by the City of Coral Springs. Vehicles are not allowed in the loading areas except to unload and load supplies and equipment. Please be courteous to your fellow vendors when unloading. Please be sure to obey the instructions of the Event Management staff that will direct and coordinate your loading and unloading activities. No loading and unloading is permitted once the event has started. Proper Vendor Parking and credentials will be provided prior to the event.

(iii) Display and Presentation

The Divali Nagar Inc reserves the right to control the look and visual impact of the festival site. Each vendor will be provided with one 10' x 10' tent, 2 eight-foot tables and two chairs. Vendors are responsible for creating a professional and visually attractive presentation. The Divali Nagar Inc reserves the right to request improvements to displays if necessary, or to relocate booths. Vendor banners must be displayed inside your designated booth space only. Your displays must utilize the 10 X 10' space that is designated to you. You will not be allowed to display racks, clothing or any merchandise that extends outside the front of your rented booths space. Should you have the need to do this, please speak with us for a discounted double booth space to properly and safely display and market your business and merchandise. Please be courteous to other vendors and the general public with your displays. **PUBLIC SAFETY IS OUR UTMOST CONCERN!!!**

(iv) Cancellation Policy

The Divali Nagar Inc Divali Nagar Festival will be held rain or shine! **There will be absolutely no refunds due to inclement weather or similar conditions.**

(v) Vendor Attendance

All Vendors who have reserved space and are unable to attend the Divali Nagar Celebrations MUST advise the Divali Nagar Inc by 5:00 p.m. on Friday October 14th 2016. There will be no refunds after this date.

(vi) Vendor Disclaimer

Submission of application does not imply or guarantee participation into the Divali Nagar Inc 2016 Cultural Festival. Once applications are submitted, vendors will be reviewed and contacted shortly thereafter. Vendors will be selected based on quality, variety and appropriateness products, services and goods being offered. The Divali Nagar Inc reserves the right to refuse any vendor participation based on past negative issues with the festival or our own judgment.

(vii) VENDOR/EXHIBITOR RULES & REGULATIONS, TERMS & CONDITIONS

- 1) Vendors must provide a menu, list or link to a web site representing the items they intend to sell.
- 2) Vendor slots will be assigned on a FIRST-COME, FIRST-SERVED basis. No substitutions allowed.
- 3) **Vendor fees are non-refundable.**
- 4) The Divali Nagar Inc will provide each vendor with one 10' x 10' tent, two eight-foot tables and two chairs. Vendors are responsible for bringing and providing any other equipment and/or supplies necessary to conduct business at the Nagar. The Divali Nagar Inc does not loan, rent or in any way supply vendors with additional equipment.
- 5) Vendors must provide own table covering. All booth tables **MUST** be covered.
- 6) All food displays must be behind a screen or Plexiglas screen (Sneeze Guard) which will need to comply with the food inspectors.

- 7) **A food vendor license is required in order to resell food. Very strict guidelines apply and must pass a State of Florida onsite physical inspection on the very first night. You will be responsible for the costs of this permit.**
- 8) All vendors must display professional signage at each selling space identifying the business name. Signage must remain within the limits of the vendor selling space. The Divali Nagar Inc will provide a small sign for the front of the booth.
- 9) Food vendors must provide a functional Fire Extinguisher approved by the Fire Marshall, City of Coral Springs and Broward County.
- 10) All vendor activities must be confined to allotted space. Contiguous slots are available.
- 11) Games of chance are not allowed.
- 12) **The sale, use or possession of alcohol is not allowed.**
- 13) Livestock sales or displays are not allowed.
- 14) Vendors are responsible for collection of their own sales tax.
- 15) Each vendor is responsible for his/her booth and all items in it. Although event security will be provided by the DNI will not be responsible for any loss or damage during the entire festival.
- 16) Booths must be ready to open by 4pm on Saturday October 22nd 2016.
- 17) Food items and beverages **CANNOT** be sold or given away by a non-food vendor unless written permission is provided by the Divali Nagar Inc.
- 18) Smoking is **absolutely not permitted** in vendor booths.
- 19) Vendors must comply with the rules and regulations of the Coral Springs SportsPlex, The City of Coral Springs and the Divali Nagar Inc.
- 18) Rules may be subject to change without advance notice.
- 19) The Divali Nagar Inc staff reserves the right to assign, limit the quantity of or relocate space(s) rented by a vendor. The sharing or subletting of booths is not permitted. If you feel your situation warrants special consideration, please discuss it with the Divali Nagar Organizing Committee prior to committing to the event.

