

The Arc Tampa Bay Foundation's
Festival of Trees



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Invitation for Vendor Consideration

Dear Community Partner,

We are delighted to announce that this year, The Arc Tampa Bay Foundation will be celebrating the 40th anniversary of our cherished Festival of Trees! The event will take place from November 21-24, 2024, and promises to be a wonderful celebration of community, creativity, and holiday spirit.

This milestone anniversary promises to be our most memorable yet, and we are excited to bring together an exclusive group of vendors who will add to the magic and allure of the event.

Given the limited number of spaces available, this year we are instituting a vendor selection process; we invite you to complete the attached application for consideration. This is a wonderful opportunity to showcase your unique products and services to a broad and enthusiastic audience. Please note that submitting an application does not guarantee a booth. To ensure a diverse and vibrant event marketplace, our selection committee will carefully review all applications and vendors will be notified of their status by August 15, 2024. If selected, your \$300 booth fee and donation for our silent auction (valued at \$100 or greater) will be due by September 16, 2024.

Please submit your completed application by **August 5, 2024** to ensure it is considered in the selection process. Should you have any questions or require further information, do not hesitate to contact us at event@thearctbfoundation.org or 727-797-8712.

Thank you for your interest in joining us for this landmark celebration. We look forward to the possibility of working together to make the 40th anniversary of the Festival of Trees an unforgettable event.

Kind regards,



Diedre Allen

The Arc Tampa Bay Foundation's

Festival of Trees



Vendor Information

The Long Center, Clearwater • General Admission on November 23-24, 2024
 1501 N. Belcher Rd., Suite 244 • Clearwater, FL 33765 • Phone: (727)797-8712 • event@thearcctbfoundation.org

Please complete and return application by **August 5, 2024**.

SCHEDULE		
<i>(yellow highlighted sections indicate mandatory hours of operation – exceptions made for food vendors)</i>		
Monday, August 5, 2024		Deadline for application submission
Thursday, August 15, 2024		Application Status Notification
Monday, September 16, 2024		\$300 Booth Fee and \$100 Auction Item Due
Thursday, November 21, 2024	9:00 am – 4:00 pm	Set-Up Window (You do not need to stay all day)
	6:00 pm – 8:00 pm	Just Desserts Event
Friday, November 22, 2024	6:00 pm – 10:00 pm	Premiere Night Gala
Saturday, November 23, 2024	10:00 am – 8:00 pm	Open to Public
Sunday, November 24, 2024	10:00 am to 5:00 pm	Open to Public
Sunday, November 24, 2024	5:00 pm – 8:00 pm	Breakdown <i>All items must be removed from the Long Center gym by 8:00 p.m.</i>

Booth Fee: Fee of \$300.00 (tax included) plus one silent auction item valued at \$100.00 or greater. Auction item and fee are due by September 16, 2024.

Photographs: Include up to 5 photos, brochure, or website showing items to be displayed with your application.

BOOTH INFORMATION

Booths are approximately 10 ft. deep x 10 ft. wide. Festival of Trees is allocating **one booth per vendor**, there will be no double booths provided.

Your booth fee includes:

- Electricity for the booth area (**one 110 outlet**). You may provide your own power strip for additional outlets.
- Two chairs and one 8 ft. table will be provided for the duration of Festival of Trees.
- Vendor spaces may be affected by the subdued lighting over much of the floor area. **You are required to provide additional lighting for your display. ADDITIONAL LIGHTING FOR VENDORS WILL NOT BE PROVIDED. *Energy efficient light bulbs only!**
- All vendor equipment and products must remain within your designated vendor space, 10 ft. x 10 ft.

RULES, REGULATIONS AND REQUIREMENTS

- Vendors must be fully prepared to operate when doors open each day.
- Booths must remain open and manned for the entire Festival of Trees (dates and times are highlighted in the table on previous page).
- Vendor passes are available for two individuals at any one time.
- Vendors agree to take care of the building and property and not damage floors, walls, or property.
- Booth space will be assigned by the Festival of Trees Vendor Committee based solely on the needs of Festival of Trees and the best placement as determined by the committee. Vendors may not alter the set-up of their booth, the location of their booth or trade booths with other vendors without the approval of Festival of Trees. Vendors will be allowed **one** booth space that is 10 ft. x 10 ft.
- Vendors **may not** sell items that are competing with the items Festival of Trees is selling (e.g. Christmas trees, wreaths). Items not previously approved by the committee are prohibited.
- Festival of Trees reserves the right to impose additional rules and regulations applicable to all vendor exhibits. Upon notification, vendors will be responsible for making changes deemed necessary.
- Because of safety and insurance parameters, children under the age of 15 must always be under the direct supervision of an adult and will not be allowed unattended on-site at any time.
- The Arc Tampa Bay Foundation and the Long Center assume no risk for an individual vendor's property or property used by the vendor and shall have no liability for any damage or loss arising from any act of omission of the vendor. The Arc Tampa Bay Foundation and the Long Center will not be held responsible for carrying insurance covering any such liability.
- Easy-ups or Canopies (not provided) may be utilized but must be holiday decorated and fit within your designated 10 ft. x 10 ft. booth space.
- If space remains after the deadline, additional entries will be accepted and juried in the order in which they are received until all space is filled.
- Vendors are **required to have at least one person at their booth during all operating hours** of Festival of Trees, including Just Dessert & Premiere Night.

CHECK YOUR APPLICATION CAREFULLY. Did you:

- complete your application correctly and completely?
- sign your name?
- include necessary photos and/or brochure?

*For additional information or questions, please visit theartctbfoundation.org
or contact us at (727) 797-8712 • event@theartctbfoundation.org.

Office Use Only

____SS

____RE

____SC

The Arc Tampa Bay Foundation's

Festival of Trees

Vendor Agreement Form

The Long Center, Clearwater • General Admission on November 23-24, 2024

1501 N. Belcher Rd., Ste 244 • Clearwater, FL 33765 • Phone: (727)797-8712 • event@thearcctbfoundation.org

To apply for a vendor booth space, please fill out and return the Vendor Application by **August 5, 2024**. Notifications for vendor acceptance will be made by August 15, 2024; booth fee and auction item valued at \$100 or greater are due by September 16, 2024. If not paid on time, booth space is subject to reassignment.

Contact Name: _____

Business Name: _____

Mailing Address: _____

Business Phone: _____ Cell: _____

E-mail: _____ Website: _____

Social Media Handles: _____

Brief Description of Merchandise; **include up to five photos of items to be sold.**

- Silent Auction item valued at \$100.00 or greater and \$300 Booth Fee are due by September 16, 2024.
- *Payments can be made via check (payable to The Arc Tampa Bay Foundation) or cash. Credit card payments will incur a processing fee.

INSURANCE WAIVER:

The Festival of Trees Committee reserves the right to refuse any vendor application. Neither The Arc Tampa Bay Foundation nor the Festival of Trees Committee shall be held responsible for any loss or damage due to fire, accident, theft, weather, or vandalism. I HAVE COMPLETELY READ, UNDERSTAND AND AGREE TO THE VENDOR RULES, REGULATIONS, and REQUIREMENTS. My signature below verifies that I am an authorized representative for the above-named business.

- I understand one 8 ft. table and two folding chairs will be provided to me for the duration of Festival of Trees.
- I understand that I must provide my own lighting (if more is needed beyond the ambient light of Festival of Trees).
- I understand that, if accepted, I will remit my Vendor Booth Fee of \$300 by September 16, 2024.
- I understand that, as a vendor, I will donate one item valued at \$100 or greater, to the silent auction by September 16, 2024.
- I understand only one vendor booth is available for use. Double booths are not available.
- I have read all rules & regulations set forth in the "Vendor Information" package.

Vendor Signature, Title

Date