



Melbourne Friday Fest Vendor Application

“Friday Fest” is a fundraising event held on the 2nd Friday of each month by Melbourne Main Street, Inc., a non-profit organization whose mission is the revitalization and preservation of Historic Downtown Melbourne. Your participation in this event helps to promote community awareness and generate funds for the historic area, as well as providing YOU a unique opportunity to market to 2500-3500 people. Featuring art, craft, business and food vendors, beer and wine, live entertainment and children's activities, our event has been operating in Downtown Melbourne for over a decade and with your help will continue for decades to come!

Please remit application to: FridayFest@downtownmelbourne.com or you can mail your application to: Melbourne Main Street P.O. Box 754 Melbourne, Florida 32902 for questions e-mail or call: (321) 724-1741

Vendor/Business Name

Contact Name

Alternative Contact/E-mail

E-mail Address

Phone Number

Description of product/service being displayed

Pod Letter or General Location

If you have a preference of location, please refer to the map and make your request below. (You can change these at any time, a request does not guarantee your space, but we will do our best)

Booth Options - All payments required prior to the event by cash or check

Make all checks payable to: Melbourne Main Street, PO Box 754, Melbourne, FL 32902

\$60.00 for a standard booth space rental (10 x 10 straight leg tent required)

\$40.00 for Non-Profit or MMS member (a savings of \$240 over 12 months)

\$75.00 for a 10x10 food Vendor (10 x 10 straight leg tent required)

\$125.00 for an over sized Food Vendor (Truck or Trailer, max space of 12x25)

\$150.00 for Car or oversized display area (Only three available per event)

Signature - By signing this application, you agree to abide by all of the rules stated below.

Date

IMPORTANT EVENT RULES

PLEASE READ PRIOR TO SUBMITTING YOUR APPLICATION:

1. NEW vendors MUST receive a verbal ok from Main Street BEFORE submitting an application.
2. All vendors must submit an application with payment **prior** to the event. Vendors need only submit an application one time. All vendors must make their own tax payments.
3. Approximately two to three weeks prior to the event, an e-mail will be sent out to the vendor database, opening registration for that month. Any vendor wishing to participate **MUST** provide an e-mail confirmation reply regardless of any other notice given to Main Street. If you do not confirm your space, you will not be included that month.
4. Vendors are REQUIRED to supply their own: 10x10 straight leg tent along with any required tables, power cords, power strips, 14 feet of RUBBER MATTING and duct tape. Low voltage electricity is supplied on every other light pole and can be accessed by bringing the above chords/matts. (Rubber matting can be found at Home Depot or Lowes and is available by the foot) Vendors may also purchase a push cart to transport items onto the footprint rather than driving to their space to unload their items, relieving some of the traffic that occurs, this is not required however.
5. Hours for Friday Fest are: 6:00 pm to 10:00 pm. Vendors are expected to be set up by 6pm and remain until 10:00pm. Vendors **must** set up where they have been assigned, any request in location must be communicated in the confirmation e-mail (a map will be provided at check-in to identify set-up locations). Any vendor who begins breaking down **before** 9:45pm or who removes their tent prior to 10pm will receive a 'one month penalty'. Which will place them on a 'wait list' for the next event and only be given a space after all other vendors have confirmed. If this occurs two times in a calendar year, the vendor will be required to sit-out for one month of the event. If this happens three times in a calendar year, The vendor will not be allowed to participate for 3 months.
6. Any cancelation received after the location list is sent out (24-48 hours prior to the event) will receive the same penalty as above. Simply not showing up for the event after you have confirmed will also receive the same penalty. (Extenuating circumstances will be considered on a case-by-case basis)
7. Any vendor who receives a complaint for either patrons, other vendors, or the Main Street Volunteers, will receive a warning along with a \$10 penalty added to the next month's vendor fee. After three warnings, the vendor will be uninvited from attending future events. A complaint may include (but are not limited to) the following:
 - Rudeness or yelling directed at patrons, other vendors, city personnel or Main Street Staff/Volunteers
 - Wandering the Friday Fest footprint in order to distribute materials
 - Wandering the Friday Fest footprint to solicit goods or donations
8. Food vendors MUST provide a copy of their food license and certificate of insurance, and follow state rules regarding setup, including the possession of proper fire extinguishers. A K-class fire extinguisher is required if cooking with grease. You must provide your own trash can & liners. At the end of the event, you may tie up the bags & leave for clean up crew. Do **not** empty grease onto the street. All vendors are expected to keep safety as their number one priority. A Restaurant Inspector and/or Code Enforcement officer will be in attendance to ensure all vendors are in compliance.
9. On the day of the event, downtown streets are closed at 4:00 pm and setup begins once cars are removed from the streets, by approximately 5 pm.
10. The event coordinators are fully authorized to make decisions regarding all aspects of the event. Vendors who have complaints may register them with one of the coordinators **after** the event via e-mail or mail.