



Chipley Christmas Fest & Parade

P.O. Box 732 - Chipley, FL 32428
850.703.3656

VENDOR APPLICATION

Business/Organization
Name _____

What do you
plan to sell? _____

Please provide photos of items to be sold, if possible

No electricity will be provided - If you have a generator, bring it with you.

Vendors are responsible for removal their own trash items.

Contact Name _____

Mailing Address _____

City _____ ST _____ ZIP _____

Phone _____

Day

Evening

Email _____

The Chipley Christmas Fest & Parade is a family-friendly, not for profit, grassroots organization that was started in 2013 to showcase local talent and to celebrate the Christmas Season.

Today the Chipley Christmas Fest & Parade continues this tradition and has evolved into a family-friendly, event that annually hosts vendors, parade, kids crafts & activities, photos with Santa, carriage rides and more!

*This is a completely volunteer-run event and sponsor proceeds go toward keeping all activities **free** to the attendees (except vendors & food) and toward supporting this event the following year.*

Anyone wishing to volunteer, please contact: Heather Lopez at 850.703.3656

Please read and sign the attached Liability Release & initial the 2018 Vendor Rules & Instructions

**CHIPLEY CHRISTMAS FEST & PARADE 2018
AFFIRMATION AND LIABILITY RELEASE**

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the Chipley Christmas Fest & Parade celebration, I am exposing myself to certain known and unknown liabilities in my direct and indirect interactions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event of any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that neither Chipley Christmas Fest, LLC and the City of Chipley, FL, its Board or Council may be held liable in any way for any occurrence in connection with my participation in the Chipley Christmas Fest & Parade that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release Chipley Christmas Fest LLC and the City of Chipley, its Board and Council members, from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND LIABILITY RELEASE BY READING IT BEFORE I SIGN IT.

Signature _____ Date _____

Name (please print or type) _____

Business Name _____

Address _____

City/State/Zip _____

Confirmation of your application will be sent via email or phone call. For this reason, you must provide an accurate phone number and/or email address below.

Phone Day _____ Evenings _____

Email _____

Please mail/email these forms by **December 4, 2018**, along with your application, photo & \$25 to:
Chipley Christmas Fest & Parade - PO Box 732 - Chipley, FL 32428

CHIPLEY CHRISTMAS FEST & PARADE - 2018

Festival Hours: Friday, December 7, 2018 - 4 - 8 PM

2018 Vendor Rules and Instructions

1. Application deadline is **December 4, 2018**. You will receive a confirmation of vendor spacing.
2. This is a rain or shine festival. There are no rain dates.
3. The Chipley Christmas Fest & Parade reserves the right to prohibit the sale of any item.
4. Vendor parking will be assigned at check in.
5. Check in times for vendors starts at 3 pm at the WC Historical Society Museum, 685 7th Street, Chipley, FL . Vendors not checked-in by 4 pm will forfeit their spot.
6. ***Vendors are responsible for their own trash removal.***
7. All food and beverage vendors must have a valid Washington County Health Department Permit prior to the Festival. (Their number is 850.638.6240). All food and beverage vendors must also supply us with two certificates of insurance, having minimum liability limits of \$100,000 per occurrence / \$ 300,000 aggregate for bodily injury and property damage. One certificate must name the "Chipley Christmas Fest LLC" - PO Box 732 - Chipley, FL 32428" and the second naming "City of Chipley, Florida" - PO Box 1007 - Chipley, FL 32428 EACH as additional insured. This insurance certificate must be received by **December 4, 2018**. For these reasons no late applications will be accepted for food or beverage vendors. Vendors selling any pre-packaged foods must pay for a food space and must contact the Washington County Board of Health to determine if a permit is needed.
8. All vendors with electric, deep fryers or charcoals will also be required to have a Type ABC dry chemical fire extinguisher in the booth, per Fire Department Inspection requirement. Those with coals will need to dispose of them in a proper metal container.
9. All vendors who need their self-contained unit/trailer left overnight must contact us first for special instructions, and will receive a placard to identify your equipment.
10. Vendors are encouraged to advertise their participation in the festival.
11. No glass beverage containers or animals (except service animals) will be permitted at the festival.
12. You cannot substitute your vendor to another vendor without prior permission.
13. Contact us early to reserve a space and assure you have a spot. You can get in touch with us via email at chipleychristmasfest@gmail.com.
14. Please keep a copy of these Rules & Instructions for your files.

Please initial here indicating that you have read and understand all of the rules and instructions