



**Office Use Only**

Vendor: \_\_\_\_\_

Date Received: \_\_\_\_\_

Payment: \_\_\_\_\_

Review: \_\_\_\_\_

\_\_\_\_\_ Accepted \_\_\_\_\_ Declined

Booth Space: \_\_\_\_\_

**VENDOR INFORMATION & APPLICATON**

Thank you for your interest in participating as a vendor in the 5th annual Dickens on Centre event on Amelia Island, FL. We are looking for participants who can provide Victorian-era or holiday themed food, beverages, and products only. The selection of vendors will be based in part on the adherence of the event theme and is at the sole discretion of the event producers.

**Festivals Date:** December 13-15, 2019

**Deadlines: Returning Vendor Early Bird\*:** June 5

**Final:** October 7

[www.AmeliaIslandChristmas.com](http://www.AmeliaIslandChristmas.com)

**FOOD VENDOR FEE - \$550.00**

Food Vendors along the main thoroughfare of *Centre Street* and in our newly added *Festival Food Market* on S. 2<sup>nd</sup> St., will receive the following inclusions for the 3-day festival:

- Application processing fee
- Pad fee
- 10'x10' space
- 10'x10' tent w/ weights & sidewalls
- *Optional 2.5' high solid front (see photo)*
- 2'x10' vinyl vendor name banner (if new)
- (2) 8' tables + (2) chairs
- Electricity
- Tent setup & breakdown

**NON-FOOD VENDORS**

**CENTRE STREET VENDOR FEE - \$450.00**

Vendors in this location will receive the following inclusions for the 3-day festival:

- Application processing fee
- Pad fee
- 10'x10' space
- 10'x10' tent w/ weights & sidewalls
- *Optional 2.5' high solid front (see photo)*
- 2'x10' vinyl vendor name banner (if new)
- (2) 8' tables + (2) chairs
- Electricity
- Tent setup & breakdown

*\*An early bird discount of \$100 off pad fee is applicable for returning vendors if application and non-refundable deposit is received by June 5<sup>th</sup>*

**Premium:** \$750\* Ten premium vendors spots will be available on Centre Street with the prime locations of:

- *Entrance* at 4<sup>th</sup> and Centre (1)
- *Corners of intersections* 3<sup>rd</sup> and 2<sup>nd</sup> streets (8)
- *Closest to Main Stage* on Centre St. (1)

### **SIDE STREET VENDOR FEE \$275**

Vendors in these three locations will receive the following inclusions for the 3-day festival:

- Application processing fee
- Pad fee
- 10'x10' space (*no tent provided, must bring own WHITE 10x10 tent, flame retardant tent with appropriate weights*)
- 2'x10' vinyl vendor name banner (if new)
- Electricity



### **Side Street Vendor Locations**

- Tiny Tim's Kid Zone: Expanded to North 3<sup>rd</sup> Street – Kid friendly holiday gifts and activities
- Publisher's Row: New on South 3<sup>rd</sup> Street – Literary based sales (i.e. books, paper, journals)
- Artist Alley: N 2<sup>nd</sup> Street – Holiday art & homemade gifts

*\*An early bird discount is applicable for returning vendors if application and non-refundable deposit is received by June 5<sup>th</sup>. 2018 prices of \$250 will be guaranteed.*

### **VENDORS RULES & REGULATIONS**

#### **Licenses/Insurance/Tax:**

1. Vendors selling food must have the appropriate permits and licenses from the State of Florida at the event.
2. Vendors are responsible for collecting and remitting sales tax to the State of Florida on items subject to sales tax.
3. Vendors must comply with all federal, state, local, and special statutes/ordinances regarding public health, safety, and welfare.
4. Vendors are responsible for their own personal liability and product liability insurance. Dickens on Centre, the Amelia Island Convention & Visitors Bureau and Fanvergence are not responsible for any liability arising out of negligent acts of the vendor or their employees or for any injuries sustained by employees or vendors.



## Event Set-Up/Restocking/Dismantling:

1. Vendor displays must be in presentable condition and must be flame retardant. Vendor must be able to provide proof of flame retardation if requested. Every effort should be made to make displays attractive and within the theme.
2. Sidewalls are provided in the cost for vendor tents on Centre Street and for Food Vendors. Walls must be left up or off during festival hours and are only to be used for closing hours.
3. Vendors are required to bring any additional tables, chairs, setup, signs, equipment & garbage receptacles.
4. Vendors must keep their merchandise within the allotted boundaries of the 10'x10' booth space.
5. Vendors may only sell approved items listed on application. Unapproved items must be removed if asked.
6. All signs must remain within the allotted vendor's booth space (unless otherwise specified) and must not block traffic or pedestrian ingress or regress or interfere with other vendors or brick and mortar businesses.
7. Since electricity is provided, the use of quiet generators must be pre-approved. Dickens on Centre reserves the right to determine if a generator is a noise nuisance and must be turned off.
8. Vehicles may only be parked in the event area during set-up and breakdown. During set-up, vendors will be directed to a specific area for vendor parking during event and nighttime hours.
9. **Vendor agrees to abide by the following schedule. Adherence to this schedule is required!**  
**Anyone shutting down early will be subject to a \$50 fine per day.**

**Vendor Set-Up:** Friday, December 13                      12:00pm - 4:00pm

**Open to Public:** Friday, December 13                      5:00pm - 9:00pm  
Saturday, December 14                      10:00am - 9:00pm  
Sunday, December 15                      10:00am - 7:00pm

**Restocking:** Friday, December 13                      After 9:00pm  
Saturday, December 14                      7:00am - 9:30am; after 9:00pm  
Sunday, December 15                      7:00am - 9:30am

**Breakdown:** Sunday, December 15                      7:00pm\* \*(Vehicles will not be allowed until POLICE OK)

10. Only hand-carried restocking may be done while the event is open to public.
11. Do not start breaking down or moving vehicles into the event area while event is open to public or until the police department have granted permission.
12. No digging for potholes or etc. is allowed.
13. All vendors must handle trash removal from their booth. Vendors who fail to comply will be fined.
14. Vendors are responsible for cleaning area of any debris prior to leaving. Any fines charged for trash removal will be the responsibility of the vendor. Failure to pay fee(s) will eliminate the vendor from future events.
15. Vendors violating regulations and event schedule will not be invited back.
16. All vendors are required to have a 10 lb. ABC Fire Extinguisher with a current certification as required by the Fernandina Beach Fire Marshall on site.
17. **INDIVIDUAL SPACE HEATERS ARE NOT ALLOWED.** We suggest dressing warmly and using handwarmers.

## Booth or Cart Displays and Decorations:

Unless otherwise specified, booth spaces are 10'w x 10'd in size with a 10'w x 10'd x 8'h tent. All vendors participating in Dickens must create a Victorian holiday theme with decorations and set-up of their booth display. Vendors may use carts, tables, props, signage, banners, artwork, greenery, etc. to enhance their area. Christmas decorations, bows, ribbon, etc. can make the booth look more festive along with faux candles, lanterns, and lamps. Example decorations include British flags, natural garland, fruits, wood, ribbons, flowers, lace, and old-fashioned/antique-style pieces.

### **Vendor Booth Guidelines:**

1. Booth displays must be decorated for the holiday season; preferably traditional, classic Christmas colors.
2. All tables must be skirted.
3. No glitter, tinsel, or metallic garland allowed.

### **VENDOR DETAILS & RESPONSIBILITIES**

1. Vendors must sell items either tied to the Victorian-era or holiday theme of the festival. We are looking for artisan goods and wares, nothing overly modern. The selection of vendors will be based in part on the adherence of the event theme and is at the sole discretion of the Amelia Island Convention & Visitors Bureau (AICVB).
2. Vendors may not sub-lease assign or apportion their booth space. No more than 1 business may exhibit in a single booth space unless approved by the AICVB.
3. Vendors are encouraged to safeguard their products as Dickens on Centre will not be liable for any losses. Overnight security will be provided but does not guarantee safety of items left unattended. The AICVB will not be responsible for any loss or damages to items left unattended.
4. All vendors and those working in vendor booths **must be dressed in Victorian/Dickens/old-fashioned holiday costumes.** (See costume ideas)
5. The sale of alcoholic beverages and/or drugs is prohibited.
6. Smoking is offensive to most of our health-conscious customers. As a courtesy, Vendors are asked to take their smoking breaks away from booths and customers, outside of the event footprint.
7. Dickens on Centre will provide all entertainment, music, and announcements. If you are interested in providing your own music and/or entertainment, it must be pre-approved by the AICVB.

### **Enforcement of Rules:**

1. All concerns should be reported to the event organizers.
2. Any dishonest practice will constitute immediate removal.
3. Any violation of non-compliance is cause for immediate termination of this application/space contract.



## Costume Ideas

### GENTLEMEN

- **Victorian hats:** Top hats, pork pie caps, flat/wide-brimmed hats, round top hat with curved brim, etc.
- **Shirts:** Plain white shirts with collar turned up or with ribbon, scarf, or cravat tied in a knot at neck.
- **Vest:** Brocade or silk with or without a jacket. Long-tailed jackets and even capes are acceptable.
- **Pants:** Roll up wool, corduroy, cotton, etc. pants in black, tan, burgundy, or grey color with rubber band in the last roll below the knee to give a knickers effect. Wear knickers if you have them or wear long dark socks and pull them up to tuck under pants.
- **Accessories:** Suspenders, walking sticks, canes, spectacles, etc.
- **Shoes:** Black or dark-colored dress shoes.



### LADIES

- **Victorian hats:** Bonnets; cover a straw or felt hat with lace, flowers, feathers, ribbons, and bows. Domestic servants wore mop caps in the Victorian era.
- **Hair:** Curls, pulled back in a bun, braids.
- **Dresses:** Floor-length taffeta, satin, brocade, silk, and similar style dresses are perfect for these costumes. Lace and ruffles at the neck and cuffs (you can pin, iron-on, sew, or Velcro lace, ribbons, flowers, or ruffles on any outfit).
- **Tops:** Plain white or solid color ladies dress shirts with lace, ruffle, ribbon, and flowers. You can tie a thin piece of ribbon in a bow and pin/tie it at the neck with a brooch or artificial flower.
- **Gloves:** Lace, crocheted, satin, and cotton.
- **Skirt:** Floor or ankle-length skirts in silk, brocade, velvet, satin, or cotton. Most colors and some subtle designs (such as paisley). If the skirt is full, you can add a petticoat or hoop skirt under it. Wide ribbon or matching material tied around the waist with a bow in the back creates the look of a cummerbund.
- **Shoes:** If you have a floor-length gown, wear a comfortable walking shoe. If your shoes will show, pointy-toed flats or boots.



# Dickens On Centre

## 2019 VENDOR APPLICATION

**Vendor Name:**

**Contact Person:**

**Email:**

**Phone:**

**Cell:**

**Address:**

**City:**

**State:**

**ZIP Code:**

**Website:**

**Vendor Type:** Please circle preference

**Food Vendor:**

Festival Food Market

Centre Street

**Non-Food Vendor:**

Centre Street

Kid Zone

Publishers Row

Artist Alley

**Do you have a current Department of Business and Professional Regulation (DPBR) license?**

Y/N: \_\_\_\_\_

If no, then there will be a fee incurred of \$91 to be paid to DPBR in the form of cashier's check or money order. DPBR will collect payment on a to be determined due date. If you have a current license, please send a copy with your completed application. If your business requires a different type of permit, please provide details.

## 2019 VENDOR APPLICATION

### Vendor Details:

Please supply a list of the event-themed products or food/beverage\* (Victorian-era or holiday themed) you propose to sell:

*\*Only items listed will be allowed for sale. **Food & Beverage** - i.e. roasted chestnuts, gingerbread, pudding, pies, fish and chips, cider, tea, etc.) No alcohol permitted. **Arts & Crafts & Retail** -i.e. Victorian-era hats, accessories, décor, candles, arts & crafts, games, toys, jewelry, etc.*

**Space:** Specific booth locations cannot be guaranteed but can be requested. Vendors are allotted a 10'w x 10'd space under a 10' x 10' tent, unless otherwise required or specified. If additional space is required, please specify:

**Electricity and Water:** Electricity/Water is limited and is not guaranteed until confirmed by AICVB. Please indicate exactly what type of equipment you will plug into our electricity, including the **ampage required**. *\*\*Make sure to complete this section in it is entirety. Electricity will not be guaranteed if this section is not completed upon submission.*

**Cooking Methods:** Please check all that apply

Off-site preparation     Cooking w/ electricity     Cooking/warming w/ propane/Sterno cans

**Vehicles/Trailers:** Vehicles will only be allowed on event grounds during designated set-up and breakdown times. \*Limited space available, subject to approval

Do you require space to park a trailer or truck\*? Y/N: \_\_\_\_\_

## 2019 VENDOR APPLICATION

### VENDOR AGREEMENT

By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Fernandina Beach, Nassau County Board of County Commissioners, Dickens on Centre, Amelia Island Convention & Visitors Bureau, Amelia Island Tourist Development Council, and Fanvergence from any and all claims, demands, action, or right of action arising out of or by reason of the use of Dickens on Centre. The Vendor agrees to protect, defend, indemnify and hold harmless those entities listed above, its officers, Board members, agents and volunteers from and against all claims, demands, expense, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or grow out of any act or omission of the Vendor and its agents, or any and all costs, expenses and attorney fees incurred by the Vendor as a result of any claim, demands or causes of action arising out of operating as a Dickens on Centre vendor. I have received, read and understand the terms and conditions described on this application and agree to comply with the requirements set forth in this application. I assume all responsibility for investigating and complying with said regulations. No refunds or credits will be issued for vendor cancellation or inclement weather cancellation. Furthermore, I agree to allow the AICVB and its contracted photographer/videographer to photograph and video my/business appearance at the event without further compensation. By signing below, I agree to all of the rules and regulations of Dickens on Centre.

**Signature of applicant:**

**Date:**

**Postmarked Application Deadline: October 7, 2019**

**Please send your completed application\*\* to:**

Jaime Fallon at [jfallon@ameliaisland.com](mailto:jfallon@ameliaisland.com)

*\*\*Application must be complete in its entirety; incomplete applications will be returned.*

**Please send check payable to:**

Amelia Island Convention & Visitors Bureau  
2398 Sadler Road, Suite 200, Fernandina Beach, FL 32034