



# 2025 Florida Gateway Fair

## **Vendor Application**

**October 24<sup>th</sup> - November 2<sup>nd</sup>, 2025**

To be considered for a space, this form must be filled out completely and submitted with recent photos of your setup. Applications without photos will not be considered. **Returning this application does not guarantee space.** Payments are not accepted with this application. **If selected, you will be notified and receive a contract.**

**Business/Organization:** \_\_\_\_\_ **SS# or FEID#:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Type of Exhibit:** (Check One)

☐ **Food Booth:** Space used for the purpose of selling food and/or drinks

☐ **Sales Booth:** Space used for the purpose of selling merchandise or services

**Description of Exhibit:** \_\_\_\_\_

**Products:** List ALL ITEMS to be sold. Provide sale price of each item or attach menu or list of items with pricing. The Florida Gateway Fairgrounds reserves the right to remove items in order to avoid duplications.

### References

**Fairs/Festivals:** List all you have been associated with and a contact name/telephone number.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How did you hear about the Florida Gateway Fair? \_\_\_\_\_

**Return application with photos and additional information to:**

Florida Gateway Fairgrounds

Mailing: 164 SW Mary Ethel Lane, Lake City, FL 32025

Email: [info@floridagatewayfairgrounds.org](mailto:info@floridagatewayfairgrounds.org)





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### Vendor Rules and Regulations

1. Because electrical may affect placement, all spaces will be assigned at the sole discretion of the Florida Gateway Fairgrounds Management. The Florida Gateway Fairgrounds management reserves the right to accept, reject, move, reposition, or exclude any exhibit or display as it deems necessary during the term of the fair. The Florida Gateway Fairgrounds management reserves the right to decline or prohibit any exhibit or part of which in its sole opinion is not suitable for adults and children of all ages.
2. **ALL BOOTHS** must be in place by Friday, October 24, 2025 by 8:00am.
3. **ALL COMMERCIAL VENDORS** must prominently display the prices of each item including tax. Handwritten signs are not acceptable. All spaces must remain intact until midnight on the last night of the fair. Outside booth space vendors must use covers, fencing or decorative type coverings to hide hitches, gray tanks, etc.
4. **ALL FOOD VENDORS who are required to have hand washing stations** will be required to have a gray water tank. The \$300 fee includes 1 pump out per day, if more are needed you are responsible for the cost. \$125 per pump out, per day. If you have a grey water tank in your trailer, our **exclusive vendor, Peloni's Pumping** must be used to pump out the tank at your expense. Anyone caught disposing of grey water in any place besides the approved grey water tanks, will be fined \$250 on the first offence. After the first offense, you will be asked to leave.
5. **FIRE & SAFETY:** Decorations must be fire retardant. Machinery in motion **MUST** be enclosed with a barrier placed two (2) feet in front of the moving object. Bottled gas containers in the buildings are prohibited. NFPA IOI and NFPA 96 requires a fire extinguishing system to be installed in the hood system to protect the cooking operation. A Fire Suppression system is required in all hood systems that cook with grease laden vapors. A Class K fire extinguisher and 2-A-IOI3C fire extinguisher are also required. In accordance with NFPA, all tent fabric shall have a flame resistant rating and documentation shall be provided to the Fire Prevention Office upon inspection. One 2-A-I OBC fire extinguisher shall be provided in every tent. The fire extinguisher shall be inspected and tagged by a licensed fire extinguisher company. All exhibits will be examined by the County Fire Inspector.
6. **SECURITY:** Security will be provided during fair hours only. The Fair does not warrant or insure against theft, vandalism or any loss due to natural consequences such as hurricane, flooding, etc. or any other loss, such as theft or fire, to a Licensee and the Licensee shall obtain insurance to provide for any such loss. Licensee agrees that it shall be solely responsible for the safety and security of its own tangible personal property or tangible personal property owned by a third party but within Licensee's possession, custody, or control. Licensee expressly waives any claim against Fair its officers, directors, employees, and agents, for any loss or damage, by fire, or otherwise, to such tangible personal property regardless of whether the Fair, its officers, directors, employees or agents are deemed negligent or not.
7. **DELIVERIES:** ALL DELIVERIES TO THE FAIR GROUNDS MUST BE COMPLETED 2 HOURS PRIOR TO THE GATE OPENING TIME EACH DAY. Any vendor expecting merchandise should make arrangements to meet the driver. The Fair Office will not accept COD's or be responsible for packages left at the Fair Office. UPS/FedEx deliveries: 164 SW Mary Ethel Ln., Lake City, FL 32025. The licensee, at all times, assumes the risk of loss of all shipments delivered to the Fair and the Fair assumes no responsibility for the receipt and safe storage of said shipments. The Licensee expressly waives any and all liability and responsibility for loss or damage caused to any shipment against the Fair regardless of the care or lack of care exercised by the Fair or its officers, agents or employees in handling the shipment. No bailment is created by shipment and delivery of any goods to the Fair. The Fair reserves the right to impose a handling and storage charge for any large, unusual or any other delivery which requires, in Fair's sole



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opinion, extraordinary time and effort. All deliveries must be plainly marked with the name of the Licensee. No shipments will be accepted after the Fair is over.

8. **GENERAL LIABILITY INSURANCE:** At least thirty (30) days prior to the move in date, Licensee shall provide the Fair with a Certificate of Insurance in a form and from an insurer licensed by the State of Florida, which shall name the FLORIDA GATEWAY FAIR and Columbia County Resources as additional named insureds for Comprehensive General Liability insurance including products and completed operations coverage for Commercial Food Vendors and Non-Food Vendors operating during the fair with limits of not less than \$2,000,000 general aggregate and \$1,000,000 per occurrence and combined single limit for bodily injury and property damage. The term of coverage shall coincide with the dates and time of this License including MOVE-IN and MOVE-OUT. The policy shall have a standard thirty (30) day cancellation notice provision. **SET UP IS NOT PERMITTED WITHOUT GENERAL LIABILITY INSURANCE.**
9. **MOTORIZED VEHICLES:** No operation of motorized vehicles on fairgrounds property during fair hours of operation.
10. **HEALTH PERMITS/SALES TAX:** Health Permits are required for ANY/ALL Licensees selling edible products. The Division of Hotel & Restaurant Inspectors will be on the Fairgrounds prior to opening for licensing and collection of applicable fees. The Florida Department of Revenue will be on the Fairgrounds during the fair to collect sales tax on all taxable sales. All Food Vendors are requested to post our Handwashing Reminder Sign. Licensee agrees to obtain the proper licenses and/or permits for the use of the space and operation covered by this License as required by Federal, State and Local law and supply evidence of same to the Fair on demand. Licensee agrees to promptly pay all applicable taxes and require all vendors, Licensees, and others selling products to pay applicable taxes and carry the proper licenses and permits. Licensee shall also make and be responsible for all federal, state, and local income taxes and all deductions and taxes relating to employees and employment.
11. **RETURNED CHECKS:** There will be a service fee of \$50.00 on all returned checks.
12. **ANIMALS:** NO PERSONS SHALL ENTER OR REMAIN ON THE FAIRGROUNDS WITH A DOG, CAT OR OTHER PET OTHER THAN a Service Animal OR ANIMALS PART OF AN APPROVED EXHIBIT DISPLAY. ALL RV PARKING PETS MUST BE TIED UP OR CONTAINED IN THE VENDORS RV SITE AT ALL TIMES. AN AREA CONFINED BEHIND THE CAMPERS WILL BE A DESIGNATED DOG WALK AREA. PLEASE WALK DOGS ONLY IN THIS AREA. PET WASTE MUST BE REMOVED AND DISPOSED OF PROPERLY.
13. **REFUNDS:** Full refunds will be given to cancellations with a 60-day notice; 50% will be refunded with a cancellation of 30 days. **Cancellations must be made in writing. Refunds will not be issued for cancellations made less than 30 days in advance.**

***By signing below, I hereby acknowledge that I have completely read, fully understand, and agree with the Florida Gateway Fairgrounds Outside Vendor Application rules.***

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*Signature of Applicant*

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*Date*