



2026 Florida Gateway Pro Rodeo

March 13 – 15, 2026

Merchandise and Promotional Vendor Application

To be considered for a space, this form must be filled out completely and submitted with recent photos of your setup. If you are selling a product(s) please specify the item(s) that will be sold. Applications without photos will not be considered. **Returning this application does not guarantee space.**

Type of Booth: (Check One)

Merchandise/Sales Booth Information/Promotional Booth

Description of Exhibit: _____

Business/Organization: _____ **SS# or FEID#:** _____

Contact Name: _____ **Phone #:** _____

Email: _____ **Cell Phone #:** _____

Mailing Address: _____

Pricing on this application applies to the dates: March 13-15, 2026. Additional fees may apply for dates not covered.

Footage Required: _____ linear feet at \$200 per 10 linear feet <i>Please use length of side you serve customers from. Include awnings, non-removable hitch/tongue, doors or tent stakes. Space is sold in 10-foot increments. A minimum of 10 linear feet is required.</i>	= \$ _____
Dimensions: L: _____ x W: _____	
Outside Booth Space (Max: 20 Ft. Deep - Booth depth may vary depending on booth location and event layout.)	
Electrical Required: <input type="checkbox"/> Yes <input type="checkbox"/> No *110 power only.	\$30 Electric Fee = \$ _____
<i>Maintenance is available until 2:00pm.</i>	
Insurance: <input type="checkbox"/> Will provide General Liability Insurance <input type="checkbox"/> Purchase insurance from fairgrounds \$150 <i>At least thirty (30) days prior to move in date, vendors must provide us with a certificate of insurance with Columbia County Resources, Inc. listed as the co-insured. See rule 6 for more info.</i>	= \$ _____
Total Enclosed:	\$ _____



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If you are a new vendor applying for space at the rodeo please fill out the below information.

Products: List ALL ITEMS to be sold. Provide sale price of each item or attach 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 Pro Rodeo? _____

If space is not currently available, contact me if you have a last-minute cancellation.

I will need _____ days' notice. Phone: _____

Signature: _____ Date: _____

Deadline: February 16, 2026

Please return the completed application along with required information (images of set up, menu, insurance, etc.) to the address or email below. Payment and insurance must be made 30 days prior to the first day of the rodeo.

164 SW Mary Ethel Lane, Lake City, FL 32025

info@floridagatewayfairgrounds.org

Make Checks payable to: Columbia County Resources

Payment can also be made with card in the fairgrounds office or over the phone.

Event Information

Friday: Gates open at 6:00pm. Performance at 8:00pm.

Saturday: Gates open at 6:00pm. Performance at 8:00pm.

Sunday: Gates open at NOON (12:00pm). Performance at 2:00pm.

All vendors must be in their designated space 30 minutes prior to gates opening each day.

Set Up

Set up is 9:00am to 3:00pm on Friday, March 13th. All vendor sites are located outside on vendor row. All electrical issues must be reported to maintenance and resolved before **3:00pm on Friday, March 13th.**



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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 rodeo. 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, March 13, 2026 by 3:00pm. Set up is 9:00am to 3:00pm on Friday, March 13th. All vendor sites are located outside on vendor row. All electrical issues must be reported to maintenance and resolved before 3:00pm on Friday, March 13th.
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 the end of the last rodeo performance on Sunday. Outside booth space vendors must use covers, fencing or decorative type coverings to hide hitches, gray tanks, etc.
4. **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 101 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-10/3C 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-1 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.
5. **SECURITY:** Security will be provided during rodeo hours only. The fairgrounds do 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 the rodeo its officers, directors, employees, and agents, for any loss or damage, by fire, or otherwise, to such tangible personal property regardless of whether the rodeo, its officers, directors, employees or agents are deemed negligent or not.
6. **GENERAL LIABILITY INSURANCE:** At least thirty (30) days prior to the move in date, licensee shall provide the Rodeo with a Certificate of Insurance in a form and from an insurer licensed by the State of Florida, which shall name the Florida Gateway Fairgrounds 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 rodeo 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.**
7. **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 rodeo to collect sales tax



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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 rodeo 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.

8. **RETURNED CHECKS:** There will be a service fee \$25.00 on all returned checks.
9. **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.
10. **CANCELLATIONS AND REFUNDS:** **Cancellations must be made in writing. Refunds will be considered with a written request to the Florida Gateway Fairgrounds Board of Directors, refunds are not guaranteed.**

By signing below, I hereby acknowledge that I have completely read, fully understand, and agree with the Florida Gateway Fairgrounds Merchandise and Promotional Vendor Application rules. I understand that returning this application does not guarantee a space at the Florida Gateway Pro-Rodeo.

Signature of Applicant

Date