



An Old Florida Christmas

Saturday, December 9, 2023

10 AM – 3 PM

Presented by

Manatee County Historical Commission &

Manatee Village Historical Park

Vendor & Entertainer Information Packet and Application

Manatee Village Historical Park

1404 Manatee Ave E, Bradenton, FL 34208

941-749-7165 | www.manateevillage.org

Manatee Village Historical Park is part of the Manatee County Clerk of the Circuit Court and Comptroller Historical Resources Department. This program is offered in conjunction with the Manatee County Historical Commission, Inc.



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Manatee Village Historical Park (MVHP) staff and members of the Manatee County Historical Commission (MCHC) are so excited that you're interested in being a vendor or entertainer at the 2023 *An Old Florida Christmas*! This packet includes the information that you'll need to decide if participating in this event is right for you and expectations of vendors and entertainers at the event.

This agreement must be filled out completely and returned by the deadline on November 1, 2023, in order to be considered for a free vendor or entertainer spot. Submissions accepted after this date may not be included in promotional materials, including the event brochure.

Submission of this form does not confirm your participation. If approved as a vendor or entertainer, you will receive a signed copy of this Agreement as confirmation. A detailed information packet will be sent on or after November 1, 2023.

Please know that applications are reviewed on a first come, first served basis. We also analyze whether the vendor has appropriate items, aligns with our policies, whether we can accommodate needs (such as allowing for setup the day before for a vendor that requests it), and if the items being sold increase or decrease the diversity of items being sold during the event.

If you have any questions, please contact the staff at Manatee Village Historical Park by emailing Manatee.Village@ManateeClerk.com or calling 941-749-7165.

Thank you!

An Old Florida Christmas FAQ

What do *An Old Florida Christmas* vendors sell?

Falling into one of these categories does not guarantee your acceptance. Many other factors go into allotting spaces.

- Handmade artwork and crafts
- Heritage crafts
- Handmade consumables (must follow cottage industry laws)
- Vintage or handmade clothing, accessories, jewelry
- Items reflecting Florida's pioneer heritage
- Books about Florida or written by authors residing in Florida
- Vendors must be selling items as an independent small business that is not connected to a larger national chain or corporation (see below).

What types of vendors/entertainers aren't allowed?

- **No items, songs, statements, clothing, or symbols that are inflammatory, controversial, or political will be permitted.** Staff reserves the right to determine whether an item or other activity by a vendor or entertainer is inappropriate and may ask them to leave museum grounds. Vendors and entertainers that do not abide by the rules will not be asked to return to any future events.
- No larger chains or national corporations (including independent sellers of those products). Therefore, we do not accept companies like Lula Roe, Origami Owl, Paparazzi, Avon, Young Living, The Candle Lab, etc.
- Any vendor or entertainer who has previously broken one or more of the rules/conditions listed in the Agreement (pg. 6) of this document.

Are there fees involved?

- No, participation as a vendor or entertainer is free.

How are vendors approved?

- Space is generally assigned on a first come, first served basis. We also analyze whether the vendor has appropriate items, aligns with our policies, whether we can accommodate needs (such as allowing for setup a day before for a vendor that requests it), and if the items being sold increase or decrease the diversity of items being sold during the event.

What kind of spots are available?

- Vendors are assigned a single 10'x10' space. Entertainers will perform in either the Courtyard/Gazebo or 1887 Church.

Does MVHP provide any supplies for vendors/entertainers?

- No. Vendors and entertainers are responsible for providing their own tables, chairs, tents, instruments, supplies, assistants, etc. Manatee Village Historical Park will not have these items available for use or rent.

What time is setup?

- If approved, vendors may begin setting up at 7:30 AM. All setup must be completed and vehicles removed from the property by 9:30 AM.
- Vendors/entertainers may have to walk as much as 150 feet to get to their booth from the unloading zones. Parking lots may be as far as 1/4-mile from your booth. Accessible/disabled parking is available upon request (pg. 5).

When is breakdown?

- Vendors cannot break down prior to 3 PM due to associated safety issues. No cars can be driven on the property prior to the end of the event at 3 PM.
- Vendors can start breaking down after 3 PM. Breakdown should be completed by 4:15 PM.
- All vendors and vehicles should be off property by 4:30 PM so staff can close the gates and finish their cleanup process.

Will I be the only one selling my type of product?

- MVHP/MCHC cannot guarantee exclusivity of product or menu.

Will staff or volunteers be available to assist me or watch my booth?

- MVHP/MCHC is not responsible for any booth or wares left unattended.
- MCHC members and MVHP staff and volunteers cannot watch vendors' booths, nor can they help vendors carry their ware, assist with setup, or pack/clean up vendor areas.

What hours will this event be open to the public?

- This event will be open to the public 10 AM–3 PM. All vendors are expected to be set up by 9:30 AM and remain open until 3 PM.

Vendor and Entertainer Application

Submission of this form does not confirm your participation. If approved, you will receive a signed copy of this Agreement as confirmation. A detailed information packet will be sent on or shortly after November 1, 2023.

Instructions: Please fill out this page and return it to Manatee Village Historical Park by mail or email manatee.village@manateeclerk.com. If you do not have a scanner and would like to email this paperwork, you may take photos of each page of this application and send via email.

First and Last Name: _____

Business/Group Name: _____

Contact Phone Number: _____

Email Address: _____

Mailing Address: _____

Website/Social Media: _____

Describe what you sell or type of entertainment: _____

Vendor Application – continued

Available payment methods for customers: Cash Credit/Debit Both

Are you a food vendor? Yes No

Are you requesting to drop off supplies the day before the event? Yes No
Only vendors with potential safety issues will be permitted to drop off materials the day before the event. MVHP and MCHC are not responsible for vehicles or materials left overnight.

If Yes, explain below:

How many cars will be in your group? _____

Please park vehicles in approved areas only to allow visitors to park closer to the museum.

How many of the vehicles in your group will need Disability/Accessibility parking? _____

Parking is limited and we may not be able to accommodate all requests. Only those with a disability placard may use disability parking.

Please note that persons providing "relief" or shift change for later portions of the event (after 10 AM) will be required to enter at the back entrance along 7th Ave E.

Dropping off or moving equipment must be reserved for the appropriate setup and pack-up times as this poses a risk to the public. Likewise, vehicles are only allowed on property during the setup and pack-up times as a safety precaution. Parking is not permitted on 15th St E. or 7th Ave E. for unloading/loading.

Will you need access to an electrical outlet? Yes No

Electrical outlets are not guaranteed. If approved, vendors are required to provide their own extension cords and additional voltage if needed (110 volt outlets are the only outlets available).

FOR ENTERTAINERS ONLY:

Entertainment will be scheduled in 30 minute increments. Requests are not guaranteed.

What is your preferred time slot? _____ TO _____

What is your preferred location? Courtyard/Gazebo 1887 Church

Vendor and Entertainer Agreement

Submission of this form does not confirm your participation. If approved, you will receive a signed copy of this Agreement as confirmation. A detailed information packet will be sent on or shortly after November 1, 2023.

Instructions: Please initial on each line to indicate acceptance of the following rules and conditions. If you have questions, please call us at 941-749-7165. If you do not agree to these conditions, you may not be accepted to participate.

Please initial each line indicating that you agree to the following:

- The vendor and entertainer agreement submission deadline is November 1, 2023. Any submissions received after this date are not guaranteed a space. Accepted submissions after this date may not be included in promotional materials, including the event brochure.
- Manatee Village Historical Park (MVHP)/Manatee County Historical Commission (MCHC) does not guarantee exclusivity of product or menu.
- Spaces are assigned on a first-come, first-served basis. Space locations, access to power outlets, etc. are not guaranteed. Staff will not be able to accommodate requests to change spaces the day of the event. As a vendor or entertainer, I may not move to another booth location on my own.
- Manatee Village Historical Park has a limited number of outlets to allow for electricity. If a 110-volt outlet is needed, I will make sure to state this in the Vendor and Entertainer Agreement. I understand that MVHP cannot guarantee that an outlet will be available or that I will receive a space near an outlet.
- If an electrical outlet spot is approved, I will provide my own extension cord(s) and additional wattage if needed.
- I understand that as a vendor or entertainer, I am not a co-host. I am not and anyone helping me is not a volunteer. Since the museum has its own volunteers, anyone assisting me is to call themselves a "vendor" or "entertainer."
- I am not selling items attached to larger chains or national corporations (including independent sellers of those products). This includes (but not limited to) companies like Lula Roe, Origami Owl, Paparazzi, Avon, Young Living, The Candle Lab, etc.
- I understand that this is an outdoor event which may be canceled in the event of adverse weather.

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Vendor and Entertainer Agreement – continued

- I will receive a vendor information packet on or after November 1, 2023. I must notify the Event Coordinator if I have not received an information packet at least seven (7) days before the event (this allows MVHP enough time to send another copy). Call MVHP at 941-749-7165 or email Manatee.Village@manateeclerk.com.
- **Items, songs, statements, clothing, or symbols that are inflammatory, controversial, or political are prohibited.** Staff reserve the right to determine whether an item or other activity by a vendor or entertainer is inappropriate and may ask them to leave museum grounds. Vendors and entertainers that do not abide by these rules will not be asked to return to any future events.
- Vendors and entertainers are solely responsible for the content of the products they sell or the music or other activities they produce or provide. The content of products available for sale at Manatee Village in no way reflects the opinions of the museum or staff. MVHP gives preference to vendors who produce and sell handcrafted items. While the style or type of craft each vendor makes is reviewed in advance of participation at this event, the content of each product is not.
- MCHC and MVHP reserve the right to assign or reassign any or all vendor/trailer or entertainer locations and spaces. No guarantee to a specific booth or space location is given or implied by MCHC or MVHP.
- I understand that if I conduct myself differently from the rules and instructions in this packet and/or in the Agreement, I will be asked to leave and will not be welcome as a vendor at future events.
- MVHP may promote this event through press releases, radio, flyers, mailing and the internet.
- Gates will not open to vendors or entertainers until 7:30 AM. If I arrive early, I may wait in my car across the street at the East Manatee Clinic until the gates open at 7:30 AM.
- Setup takes place between 7:30 AM and 9:30 AM. Unloading must be complete and all cars moved to their assigned location by 9:30 AM. Vendors may start cleaning up at 3 PM. No equipment or vehicles are allowed back on the grounds until pack-up takes place between 3:15 PM and 4:15 PM.
- There are a limited number of Accessibility/Disability Parking spaces available on-site and if I do not request a spot in advance, I may be required to park in off-site vendor and entertainer parking.

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Vendor and Entertainer Agreement – continued

- I must provide my own tables, chairs, tents, instruments, and other props if needed. I must also provide my own supplies, such as tape, scissors, etc.
- Vehicles are not allowed to drive across Manatee Village property. I will only operate my vehicle in designated areas during the designated times. Designated areas will be specified in the forthcoming Vendor or Entertainer Information Packet. If I need a cart to transport my equipment, I will bring my own.
- I will bring my own setup equipment and my own assistants. I understand that MCHC members, or MVHP staff and volunteers cannot help me.
- There is NO SMOKING allowed on museum grounds including vaping. Smoking and open flames are STRICTLY PROHIBITED on MVHP property. Smoking stations will be available at the front entrance gate.
- The museum is made up of historic outdoor structures. I will be exposed to outside elements including full sun and uneven ground. It is my responsibility to prepare for this environment (i.e. tent for shade, etc.). I agree to wear proper footwear (no bare feet) and clothing at all times.
- Once the event begins, MVHP's parking lot is open to the public. If my booth has group members relieving each other in shifts, parking may not be available throughout the day. Drop off at the back gate along 7th Ave E is allowed.
- Dogs are allowed on grounds but they must be on a leash and must stay on the grass and paths. Pets must not enter any buildings (except for service animals). Owners must clean up after their pets.
- WiFi will not be available. As part of the Manatee County Clerk of the Circuit Court and Comptroller, MVHP has a separate internet setup that does not allow public access.
- MVHP is not responsible for booths left unattended. MVHP staff and volunteers cannot watch vendors' booths, entertainers' area, personal items or equipment, nor can they help vendors/entertainers carry their wares or set up their booths.
- I will bring refreshments/beverages for myself and others staffing my booth. Support of participating food vendors is encouraged.
- Alcoholic beverages are not allowed on MVHP property. Any participant found to have alcohol in their possession or to have consumed alcoholic beverages shall be asked to leave the property.

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Vendor and Entertainment Agreement – continued

- All property taken onto the grounds is taken there at the participant’s own risk, and Manatee Village Historical Park or the Manatee County Historical Commission shall not be responsible for any loss for any reason whatsoever.
- If staff asks me to leave due to violations to these rules and agreement, I will do so quickly and politely.
- Any violations of these rules and agreement will result in rejection of future vendor applications.

This Agreement entered into this day _____ between the Manatee County Historical Commission and _____, owner, for vending of food, music, entertainment, arts & crafts, other articles, patriotic, civic or other related organizations on **Saturday, December 9, 2023**, at Manatee Village Historical Park, 1404 Manatee Avenue East, Bradenton, Florida 34208 from **10 AM** until **3 PM**.

For consideration as a vendor or entertainer at An Old Florida Christmas 2023, please sign this Agreement and return it by November 1, 2023, to Manatee Village Historical Park via email to manatee.village@manateeclerk.com or mail to 1404 Manatee Ave E, Bradenton, FL 34208.

Signature (Participant/Group Leader) _____
Date

Signature (MVHP/MCHC Representative) _____
Date

FOOD VENDORS ONLY: A copy of your Florida license to operate and current liability insurance is required for our files. OR:
I certify that my products adhere to Cottage Food laws.

Signature

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Release Form for Photo/Audio/Video/Internet/Social Media

I, the undersigned, do hereby consent and agree that the Manatee County Historical Commission has the right to take photographs or digital recordings of me on (date) _____ and to use these for the purpose of Manatee Village Historical Park or Manatee County Historical Commission promotion and publicity.

I further consent that my name and identity may be revealed therein.

I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and I am competent to execute this agreement.

Print Name

Signature (Participant/Group Leader)

Date

Those under the age of 18 years:

If photo is of a child under 18 years of age: I represent that I am at least 18 years of age, have read and understand the foregoing statement, and I am competent to execute this agreement as the parent or legal guardian of this child.

Name of Child

Parent/Guardian's Name

Signature (Parent/Guardian)

Date