3rd Friday Music Series Vendor Rules & Regulations

Event Information

2017 will mark the 26th year of the 3rd Friday Music Series. This long-standing event has grown to be one of the premier street festivals in the Tampa Bay area and the State of Florida. The 3rd Friday Music Series features Shopping, Dining and Entertainment for both locals and visitors, drawing crowds from all across Pinellas, Hillsborough and Pasco counties into downtown Safety Harbor. The event runs from 6:00pm-10:00pm on every 3rd Friday of the month, all 12 months of the year. Main Street is closed from Bayshore Blvd. to 6th Avenue with entertainment at the Gazebo in John Wilson Park and at venues throughout downtown.

The 3rd Friday Music Series event committee is comprised of a city liaison from the Special Events Department and local business owners. It is the sincere hope of the committee that businesses and vendors foster a sense of community with each other and the event patrons. We are happy to offer feedback, coaching and suggestions to help vendors to increase their sales.

Selection Criteria

The 3rd Friday Music Series receives hundreds of vendor applications and inquiries each year. As one of the premier street festivals in Florida, the competition for the limited number of available spaces is very strong. Potential vendors are screened based on a number of criteria, including:

1) Product Type – The event strives to promote local handmade arts & crafts, artists, and photographers.
2) Product Quality – The style, construction and uniqueness of the product(s).
3) Presentation – The display of products and the overall professional and creative appearance of the vendor booth.
4) Vendor Style – The overall friendliness and general appearance of the vendor.
5) Product Categories – The event manages the number of vendors within a product category. This is done so each vendor has the opportunity to be successful and to protect the integrity of the event. This assessment is based on factors such as the current size of attendance, number of total available spaces, event theme, etc. Any non-arts & crafts vendors must be approved in advance by the 3rd Friday committee.
6) E-mail accounts – Vendors must have an e-mail account for a vendor application to be considered. Set-up and other event information is sent out through e-mail only.

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All Vendors

Event Set-Up/Tear Down

1. Event hours are from 6:00pm – 10:00pm.
2. Vendor set up begins at **5:00pm** when the streets are closed by the Pinellas County Sheriff's Department. All cars must be off of the street by **5:45pm.** No exceptions. Any vendors setting up prior to street closure must keep EVERY part of their display, including tent legs and table legs in the parking space (not in the gutter or the street) until the streets are closed to vehicle traffic.
3. Vendors are responsible for providing and setting up their own tents, tables, chairs, lighting, extension cords, power strips and either duct tape or mats to cover wires that cross pedestrian walkways. All tents must be weighted down. No staking into asphalt is permitted. Electricity is provided at no charge.
4. Vendor spaces are 10' x 10' and are priced as follows:

   - Arts & Crafts vendors - $40
   - Food Vendors - $50

5. Parking for vendors is available on side streets. No parking in business lots, even if the business is closed.
6. All vendors are responsible for their own trash removal. Please place all trash in the green rolling garbage cans in the middle of Main St., not the permanent trash cans on the sidewalks.
7. Tear-down is immediately following the event. The streets will open back up promptly at 10:45pm. All vendors MUST have their display off of the street by 10:45pm when the streets open back up. No exceptions.

Rules for All Vendors

1. Vendor applications must be submitted with full payment for all months selected on the application or the check and vendor application will be returned and the vendor will have to resubmit. **Note:** This may result in vendor spots being sold out by the time the vendor application and fees are re-submitted.
2. All vendors are subject to approval by the 3rd Friday Music Series committee.
3. Any non-arts & crafts products must be approved in advance by the 3rd Friday committee. The 3rd Friday Music Series committee reserves the right to refuse acceptance or deny continued participation of any vendor or product that is not in complete compliance with all event rules and regulations.

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4. All vendor locations will be assigned prior to the event. Failure to adhere to assignments could result in forfeiture of participation in future events and vendor may be requested to leave with no refund. The 3rd Friday Music Series committee reserves the right to move or reassign vendor locations to enhance or facilitate the event structure and/or safety as deemed necessary. No roaming vendors will be allowed.
5. All vendors will be rotated from month to month. Exceptions will be made on a case by case basis determined by physical requirements. All exceptions will be the decision of the 3rd Friday committee.
6. Due to the event selling out on a regular basis, vendors may only purchase one 10' x 10' spot per event.
7. Any vendors found to be soliciting downtown businesses to utilize the 10' x 10' space in front of that business will result in their vendor status being revoked and forfeiture of participation in future events.
8. Any deviation of vendor products from those listed on the application, subleasing to other vendors or sharing of booth space with other vendors without prior approval from the 3rd Friday committee, could result in forfeiture of participation in future events and vendor may be requested to leave with no refund.
9. Any vendor found to be disruptive, aggressive, or blatantly disrespectful to other vendors, patrons, event staff, committee members or to the event as a whole will be permanently ejected from the event and will result in a revocation of vendor status and forfeiture of participation in future 3rd Friday Music Series events with no refund.
10. No Refunds. Vendor fees are non-refundable and non-transferable. Requests for refunds or credit towards future events must be submitted in writing to the 3rd Friday committee.
11. The 3rd Friday Music Series is a rain or shine event.
12. All sales tax, where required by the State, is the responsibility of the seller.
13. All decisions made by the 3rd Friday Music Series committee are final.

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Food Vendors

In addition to the above stated rules, food vendors must adhere to the following additional guidelines.

1. All food vendors are required to be in compliance with State of Florida Department of Business and Professional Regulation and/or Department of Agriculture and Consumer Services regulations. Food vendors are required to have an annual temporary event license from the Department of Business and Professional Regulation or operating under a current license from the Department of Agricultural and Consumer Services.
2. All food vendors and non-food vendors with open flames at their booth are required to have a 5 lb. ABC fire extinguisher with a current tag.
3. All food vendors cooking with grease or deep fryers are required to have tar paper underneath all cooking surfaces and must have a Class K Fire Extinguisher with a current inspection AND a 5 lb. ABC fire extinguisher with a current tag. ***Note:** No tar paper used underneath cooking surfaces will result in a cleaning charge of $100.
4. All food vendors' tents must be certified flame retardant with flame retardant certificate available upon request for inspection.
5. All food vendors must have current general liability insurance.

SAFETY HARBOR BUSINESSES

1. All brick & mortar businesses (with regular hours and walk-in traffic) within the Community Redevelopment Area District (CRA) are allotted one free 10' x 10' space at the 3rd Friday Music Series to be utilized by the business or a consignee within that business only.
2. Main Street businesses have the option of utilizing one 10' x 10' space in front of their stores to promote the normal course of business for which they are licensed, insured and carry an occupational license for. If you request to use your vendor space during 3rd Friday Music Series, your business must be open during the event.
3. If the business chooses to utilize the space for a consigner that is contracted with the business and whose products are carried in the business, the 3rd Friday committee must be notified in writing at least 2 weeks prior to each event and provide written proof of the contract relationship between the consignee and consignor.
4. Only brick & mortar businesses (with regular hours and walk-in traffic) within the CRA District are eligible for a free vendor spot at the 3rd Friday Music Series. Businesses must prove occupancy within the CRA District with a current and active business license.

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Consignees with products in a downtown business without written consent from that business owner to utilize the business owner's free space and business owner having made proper notification to the 3rd Friday Committee do not qualify for a free space.

5. For safety reasons, intersections will be blocked with vendors. Every effort will be made to protect the visual site lines and minimize impedance of traffic flow to the side streets off of Main Street that have businesses open during the 3rd Friday Music Series. Intersection spots will be an increased vendor fee. Fee amount will be determined by the committee. Downtown businesses wishing to be placed in an intersection will have to pay the full vendor fee for that intersection spot. Spots are subject to availability.
6. All decisions made by the 3rd Friday Music Series committee are final.

NOT-FOR-PROFITS

Due to limited vendor spaces and in fairness to all local non-profit and religious organizations, a set number of spots will be allotted in each category and rotated between all applicants.

Charity categories: 3 pet groups, 3 outreach, 3 fine arts, 3 civic organizations, 3 churches, 3 sports teams, 3 other charities (may include one of the above).

When the complementary non-profit spaces are full, additional spaces are NOT available for purchase in order to keep continuity with arts & crafts vendors.

GRIEVANCE PROCEDURE

Any Safety Harbor businesses or vendors who have a grievance, concern, or other problem with the event, other vendors, event staff or organizers must make a written request to the 3rd Friday committee to attend a committee meeting to share their grievances or concerns. All concerns must be submitted in writing to the committee a minimum of 3 days prior to the scheduled meeting date. Meeting dates are to be determined.

STREET PERFORMERS

Street performers must apply to the festival in writing a minimum of 3 months prior to each event. A limited number of performance spots will be available depending upon the monthly theme.

HOLD HARMLESS AGREEMENT/COMPLIANCE WITH RULES

All vendors must sign & submit the Hold Harmless Agreement with their vendor applications. The 3rd Friday Music Series Event Committee may immediately revoke the approval of any vendor who fails to submit an executed Hold Harmless Agreement or fails to comply with the Vendor Rules and Regulations, as may be amended by the Committee from time to time. Vendors

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