



JUNIOR LEAGUE OF SOUTH BREVARD, INC.
Women building better communities®

Please complete and return to:
Junior League of South Brevard, Inc.
Attn: Festival of Trees
1515 Elizabeth St., Suite B • Melbourne, FL 32901
321-676-5798 • FAX: 321-676-0047 • Email: reindeergames@jlsb.net

24th Annual Festival of Trees

Reindeer Games Children's Area Participation Form

Contact Name: _____

Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Description of activity: _____

There is no entry fee for Reindeer Games Children's Area vendors. However, by signing below, you agree to:

- **Donate 20% of gross proceeds from activity to Junior League of South Brevard, Inc.**
- **Donate a gift certificate or other item valued at \$25.00 or more for use in our Santa's Chances drawings.**

All forms must be received by October 31, 2008

You will be contacted by one of our committee members via email, phone, or mail to confirm receipt of your form and to relay any further information pertinent to the event.

Release: The undersigned releases and forever discharges, and hold harmless the Junior League of South Brevard, Inc., the Association of Junior Leagues International, Inc., the Maxwell C. King Center for the Performing Arts, and Brevard Community College from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while in possession or supervision of the Festival of Trees.

Signature: _____ Date: _____



24th Annual Festival of Trees Reindeer Games Children's Area Rules & Regulations

Contact: Laura Young or Emily King at 321-676-5798 or reindeergames@jlsb.net

- ❖ Spaces are available on a first-come, first-served basis. If we are unable to accept your application, you will be notified immediately. JLSB reserves the absolute right to accept or reject any application for any reason.
- ❖ Each exhibitor is expected to staff and manage their booth the for the entirety of public hours:
 - **Saturday, November 22, 10:00 a.m. - 4:00 p.m.**
 - **Sunday, November 23, 12:00 p.m. - 5:00 p.m.**
- ❖ All exhibitors must send a non-returnable picture of their activity. Digital images may be emailed to reindeergames@jlsb.net
- ❖ Vendors must not divert from activity depicted in application, unless mutually agreed upon with JLSB contacts.
- ❖ It is the sole responsibility of the vendor to have a current liability insurance policy that provides insurance for the November 22 and 23, 2008 Festival of Trees, listing JLSB, the King Center for the Performing Arts, and Brevard Community College as additional insured. If the vendor does not carry insurance or is unable to purchase coverage, vendor must sign the *JLSB Hold Harmless, Indemnify & Release in Full Agreement*. This must be submitted by check-in time or their booth and show fee will be forfeited.
- ❖ Vendors that have products that can be ingested are required to have an up-to-date Agricultural Food Certificate on hand and a copy must be sent with the application.
- ❖ You will be required to make any adjustments to your display space when requested to do so.
- ❖ No children are to be left unattended.
- ❖ Vendors are responsible for cleaning up area used before leaving Sunday evening. All activities should be completely cleaned up and dismantled by 8 p.m. on Sunday, November 23.
- ❖ Any vendor violating any of these rules and regulations will be asked to leave without refund.
- ❖ No refunds will be issued due to bad weather or acts of nature.
- ❖ Vendors are responsible for the fiscal management of their activity. 20% of the daily proceeds are to be donated to JLSB and will be collected at the event closing time on Saturday and Sunday.
- ❖ Vendor must donate an item or gift certificate valued at \$25 or more to be used in our "Santa's Chances" area, where event guests have the opportunity to purchase chances to win great prizes.
- ❖ EACH EXHIBITOR IS RESPONSIBLE FOR COLLECTING FLORIDA'S 6% SALES TAX.

SET-UP

- ❖ **Set-up will begin Saturday, November 22, at 6:30 a.m. All exhibitors should be set up for business no later than 9:30 a.m. on Saturday, November 22.**
- ❖ Vendors will not be allowed to drive on the grass or sidewalks. Loading/unloading locations will be mailed to confirmed vendors two weeks prior to the event. Your vehicle can only be parked in these designated locations during loading/unloading only. Vehicles will need to be moved to public parking after loading/unloading is complete. Public parking is free.
- ❖ Rolling carts or carriers to transport items to your booth are highly suggested.
- ❖ Outdoor Restrictions:
 - No electrical power is available for outdoor vendors.
 - Tents or other display items cannot be staked into the ground.
 - Please avoid setting any items on top of sprinkler heads. They will be marked with a small flag.
 - Security will not be provided overnight on Saturday, November 22. Please plan to take your items or products with you. Tents, tables, or other display items may be left up overnight, but JLSB is not responsible for these items.