

# St. Joe



## Craft Vendor Information

1. Vendor space is limited, please complete and return all forms in a timely manner. Outside and Inside Booth Spaces are available on a first come, first serve basis. Applications should be received by September 12, 2016.
2. Vendors will be responsible for set-up, staffing, and clean-up of booth. The set up and tear down schedule is below:
  - \*Set-up: Friday, November 11, from 8:00am to 6:00pm.
  - Saturday, November 12, 7:00am to 10:00am. Vendors are responsible for securing any merchandise stored overnight.
  - \*The Outside Booth Spaces do not have an area for parking. Please allow enough time to unload your items, and park in the designated parking area.
  - Tear down: Saturday, November 12, 7:00pm to 10:00pm.
  - (There will be no early tear down)**.
  - Please make arrangements with event coordinator if another time slot is necessary.
3. If you choose to use a tent at this event, you must provide your own. Tents cannot be larger than 10' X 10". 120 volt electricity outlets are available for a \$20 fee. Please be prepared to supply any necessary extension cords.
4. All Sales will be handled directly by the individual Vendor. Sales Tax is the responsibility of the Vendor.
5. Alcohol and /or drug use is prohibited by all staff members inside booths. We are a church related and family oriented event. Vulgar language and disorderly conduct will not be tolerated. Please be professional.
6. All vendors are required to remain open for sales during all event hours, no exceptions. Only pre-approved items may be sold. No last minute additions will be permitted.
7. All vendors must comply with Pasco County Requirements and are responsible for any fees associated with these requirements.
8. **No Pets** of any kind will be permitted in booth areas.

**Saturday, November 12, 2016**

**10:00AM till 5:00PM**

**St. Joe Fall Festival at  
Sacred Heart Catholic Church**

**32145 St. Joe Road**

**Dade City, FL 33525**

**352-588-3641**

**[Office@SacredHeartDadeCity.org](mailto:Office@SacredHeartDadeCity.org)**

**[StJoeFallFestival.com](http://StJoeFallFestival.com)**