



# Frequently Asked Questions

**What types of vendors do you typically accept?** Hometown Holiday is a holiday arts & crafts event. Preference is given to those who make their products themselves and includes products such as ornaments, jewelry, wood crafts, soaps, quilts, candles, toys and artisan foods. Products containing CBD in any form will not be permitted.

**What are the fees?** The fee schedule can be found on page two (2). Only the application fee is due with your application. Upon acceptance notification, you will have one month to pay your booth fees in full and provide any additional paperwork such as insurance.

**Do you provide tents, tables, chairs, etc.?** No, we do not. TENTS ARE REQUIRED. Your tent must be weighted. We do not allow ground stakes.

**Do you provide lights?** We bring in additional lighting for the park in general. We do not provide vendors with lights for their individual booths. It is dark in the park. We strongly encourage you to have battery-operated lighting for you and your customers.

**Is electricity available?** No, we do not have electricity available for vendors. Battery operated lighting and other devices are necessary. You may utilize your own whisper-type generator with prior approval.

**How are applications reviewed?** Applications will be reviewed as received. If you do not receive acknowledgement of receipt within two weeks of submission, please contact the event manager. The criteria for acceptance includes, but is not limited to, space availability, similarity to other vendors, products to be sold, history with Town events and the best interests of the overall event. Submitting an application does not guarantee you will be accepted.

**Will I receive a refund if I am not accepted?** Yes. If you pay by PayPal, you will be refunded immediately in accordance with PayPal and your bank's policies. Non-PayPal payments will take at least two weeks to be processed and sometimes longer.

**What if I can only do one day of the Event?** Vendors are required to participate all day, both days. Exceptions may be granted on a case-by-case basis.

**Can I share my booth with a friend?** Yes, you may share your booth with someone. That person is still required to submit an application and be approved to participate. How you elect to share the cost is up to you.

**Do I have to have insurance to participate?** Activity providers and prepared-on-site food vendors are required to have insurance. Insurance to protect yourself from liability is strongly encouraged for other vendor types.

**What if the weather is bad?** This is an outdoor, NIGHTTIME event in Florida. You need to be prepared for all types of weather. NO REFUNDS WILL BE GIVEN FOR WEATHER. In the event of a serious threat such as a hurricane, we will communicate a plan of action at that time.

**How do I contact the event manager?** The easiest way to reach the event manager is by email. See contact information below. On-site contact information will be provided when booth assignments are sent. For mailed communication, please write Attn: Hometown Holiday

Emily Dockery, [edockery@townop.com](mailto:edockery@townop.com) or (904) 278-3043

Town of Orange Park · 2042 Park Ave · Orange Park, FL 32073



# Fees & Categories

**Fees:** *(includes state sales tax)*

- General Vendors—\$53.75 for one 10'x10' space
- Food Vendor—\$107.50 for one 15'x10' space
- Non-Profit Group—\$15 for one 10'x10' space
- Non-refundable application fee—\$10.75

\*If you require more than your category's allotted space, you must purchase an additional booth. This applies even if you only need one more foot of space. This is why we only accept 10'x10' tents.

\*\*Only the application fee is due with your application. Upon acceptance notification, you will have one month to pay your booth fees in full and provide any additional paperwork such as insurance. Inclusion of the booth fee with your application does not guarantee you will be accepted. Additional fees may apply if you do not fit into the space allotted for your category.

**Vendor Categories:**

- **General Vendor**  
Toys, clothing, woodcrafts, jewelry, artists, cottage-type food\*, pottery, glassware, authors, etc.
- **Food Vendor**  
Preparing & selling food on-site for immediate consumption either out of a truck, trailer or tent.
- **Non-Profit Vendor**  
Must provide proof of status with tax exemption certificate. Space is very limited!

**Payment Methods Accepted:**

Cash

PayPal—service fee will apply

Credit Card—in person or over the phone. A \$3.75 charge will be applied for paying over the phone.

Checks payable to: Town of Orange Park

Money Order

\* Cottage Foods are items that can be produced in a home kitchen such as cookies, breads, jelly, honey, herb mixtures and pasta. Artisan Foods are not permitted under the cottage food law and must be produced in a commercial kitchen. Examples include salsa, BBQ sauce, canned fruits & vegetables, dairy products and jerky. Please visit [FreshFromFlorida.com](http://FreshFromFlorida.com) for more information and specific regulations. It is your responsibility to know the difference and abide by the appropriate rules. Pet food is not governed by the cottage food law.



# Rules & Regulations

1. Vendors must be aware of, keep up to date and comply with all current event rules, regulations and guidelines. Management reserves the right to modify the policies, rules and regulations at its discretion at any time. While we will make every attempt to be reasonable, be aware that violators may be banned from future participation even though their work may have been approved and booth rental fees paid.
2. Only approved vendors will be allowed to participate.
3. All items you plan to sell must be turned in for approval. The event manager has the right to stop you from selling items that were not approved, even if you have sold them in previous years or at other Town events.
4. Vendors shall conduct themselves in a professional and courteous manner while participating at the event.
5. **Soliciting outside of your allotted booth space is prohibited. This includes walking around the event site to advertise, pass out samples or distribute flyers is not permitted at this event.**
6. Smoking is prohibited at your booth. Smokers are permitted to smoke in designated areas along the perimeter of the event grounds or parking lots. Please be respectful of any requests to discontinue smoking made by any neighboring vendor or by event staff or volunteers during set-up and breakdown times. All town events are smoke free!
7. Vendors will not be permitted to sell or serve alcoholic beverages of any kind. Failure to comply with this rule will result in immediate and permanent expulsion from the event.
8. Vendors must comply with all levels of federal, state, local, etc. regulations for their particular business.
9. Vendors are responsible for collecting tax.
10. Vendors may not be under the influence of drugs or alcohol while participating at this event.
11. Vendors are required to leave their space better than they found it. Failure to do this may result in you being barred from future participation.
12. **All food vendors are responsible for taking their oil, grey water and grease with them and disposing of it properly.**
13. Vendors must treat all event staff, volunteers, neighbors and visitors with professionalism and respect.
14. At no time is a vendor allowed to use an event logo without prior written approval from the event manager.
15. Vendors must refrain from using profanity and from behavior that is verbally or physically abusive, dangerous or disruptive to event activities.
16. Slanderous or derogatory statements and other actions that denigrate your fellow vendors and/or their products as well as event staff and volunteers will not be tolerated.
17. No exhibitor shall assign, sublet or apportion any part of their space without prior written approval from the event manager.
18. Generators are not allowed unless approved beforehand.
19. **Event hours are: Friday & Saturday 5pm-9pm. Please note that this is a two-day event. Vendors are required to attend BOTH days. The event will take place rain or shine. There will be no rain dates for the event and NO REFUNDS will be given due to inclement weather. In the event of a serious threat such as a hurricane, we will communicate a plan of action at that time.**
20. **NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY BREAKDOWNS. NO EXCEPTIONS. Anyone not complying with this rule will not be allowed to return next year.**
21. Vendors must be completely loaded out by 10 PM on Saturday, December 10, 2022.
22. Vendor personnel must manage the booths during the operating hours of the event. We will try to have volunteers on site to help out with bathroom and lunch breaks.



# Rules & Regulations

23. The Town of Orange Park is not responsible for any loss or damage incurred to the vendor's property. The vendor also agrees to hold harmless and indemnify The Town of Orange Park against any claims arising by virtue of their occupancy of the premises or use thereof.
24. No security will be provided overnight for the event. Leaving your items unattended is at your own risk. We suggest packing and/or securing any valuable products overnight.
25. General vendor booths are 10x10 in size with a 1' gap in between. Food vendor booths are 15x10. Electricity is available with additional fee. Please be careful on tent sizes—if your tent is a 12x12 you will NOT fit in a 10x10 space. This distance can and will be checked by tape measure should an issue arise. If this distance is not maintained, your exhibit will have to be moved to the appropriate distance. This is a public safety issue that is non-negotiable, so please select tents accordingly.
26. Please decorate your booth appropriately. The Town of Orange Park reserves the right to require removal of decorations that the event manager or employees of the Town deem inappropriate or objectionable.
27. No radio, loud speakers, or other amplification equipment are allowed in booths.
- 28. If you are a food vendor with propane tanks or special setup restrictions, please make sure the event manager is aware of this so that we can ensure placement of other vendors around your booth is appropriate.**
29. We will have ATMs on site. Wireless internet is available at some points in the park but not guaranteed.
30. No food or drink can be sold or given away from any booth except at designated food booths without written permission from the event manager and proper Department of Health licensing.
- 31. Public safety is a priority. Because of this, vehicles are not allowed on the event site during any time the event is open to the public! NO EXCEPTIONS.**
32. By submitting an application, you authorize Town to utilize any and all photos or videos produced during the event for the promotion of the event and the Town, now and in the future, across any and all media platforms. This includes, but is not limited to, photos of you, anyone working with you, your booth and/or your products.
33. The Town reserves the unilateral right to cancel Hometown Holiday for economic reasons, the public good, or for events including, but not limited to acts of God, fire, flood, natural disaster, a threat of or a tropical storm or a hurricane, inclement weather, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization the Centers of Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), a pandemic, curtailment of transportation facilities, or other similar occurrence beyond the control of the parties in which case any funds paid by the vendors will be refunded without penalty.

*Please keep these rules for your reference.*