



2232 NE Jacksonville Road, Ocala, FL 34470

<https://sfyl.ifas.ufl.edu/marion/master-gardeners/>

352-671-8400

Saturday, March 8, 2025  
8 a.m. to 4 p.m.

Sunday, March 9, 2025  
9 a.m. to 4 p.m.

## FOOD VENDOR APPLICATION

Company name: \_\_\_\_\_

Physical address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Primary phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

FL food-handling permit #: \_\_\_\_\_ Effective/Expires: \_\_\_\_\_

Our aim is to provide our patrons with the widest selection of food and non-alcoholic beverages without excessive duplication of vendor inventories. **Please list food items intended to be sold at this year's event below:**

Provide a link to your company's website or social media address to be included in our advertising. Reference us (<https://sfyl.ifas.ufl.edu/marion/master-gardeners/>) in your advertising for the area's largest all-in-one garden and plant expo.

Your Company website or Social Media address: \_\_\_\_\_

The cost for each food vendor space is \$200.00 plus tax. As of June 1, 2024, the state sales tax is 2.0% plus 1% discretionary sales surtax, total taxes is 3.0%.

This price includes Saturday and Sunday space rental as well as access to Festival-provided electric, water (no ice) and trash receptacles. Electrical outlets are usually a 30 or 50-amp, three-prong connection.

|                     |                 |
|---------------------|-----------------|
| Space Rental:       | \$200.00        |
| Tax 3.0%            | 6.00            |
| Total space rental: | <u>\$206.00</u> |

I have read and agree to the Food Vendors terms and conditions.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send completed application via email to [mcmgsf@outlook.com](mailto:mcmgsf@outlook.com) or via mail to address above.

**Checks must be made payable to "University of Florida"**  
**Credit Card payments can be made in person at the Extension Office or by calling 352-671-8400**  
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## FOOD VENDOR TERMS AND CONDITIONS

### **Please read carefully.**

*Marion County Board of County Commissioners, University of Florida, Marion County Extension Service, University of Florida Institute of Food and Agricultural Sciences (UF/IFAS), and/or UF/IFAS Master Gardeners will not be responsible for any loss, damage, nor injury to any person or property of participating food vendors (vendors) of the Marion County Master Gardeners' Spring Festival (Festival).*

**Insurance, license, and permit requirements:** All food vendors must have the required food-handling licenses and/or permits. In addition, the vendor's insurance company should issue a "Special Events Liability Insurance Policy" with a minimum limit of \$1,000,000 for both bodily injury and property damage. The Board of County Commissioners must be shown as "additionally insured" and "certificate holder" on the certificate of insurance.

**Application Process:** Food vendors are required to submit a complete and signed application including a complete menu provided in the listing of food items to be sold. The Festival Committee obtains the authority to prohibit the sale of any items to avoid excessive inventory duplication.

Applications must include a photograph of "mobile food dispensing vehicle," tent or space intended for use during the Festival. A scale drawing depicting exact measurements and setup will be accepted in lieu of photograph.

**Payment Process:** Once a complete and signed application has been approved, you will receive an email from the Vendor Coordinator with your invoice. As of June 1, 2024 the state sales tax is 2.0% plus 1% discretionary sales surtax, total taxes is 3.0%. A minimum of 50% is due by the invoice due date. Checks must be made out to the UNIVERSITY OF FLORIDA. MasterCard and VISA payments can be made by stopping into the Extension Office. Credit card payments can be accepted over the phone by calling 352-671-8400. The balance will be due no later than Feb. 7, 2025. If we have not received your final payment by Feb. 7, 2025, the Festival Committee reserves the right to sell the space to another vendor. Vendors who do not meet the February deadline may or may not be able to be included in Festival advertising, including Day-of-Event flier.

**Space assignments:** Food Court spaces are not pre-assigned. You will be placed as directed by Festival committee member on the day of set up. **NO REFUNDS WILL BE MADE.** Space parameters will be clearly defined prior to set up; extending beyond space boundaries is prohibited. Space subletting is prohibited without prior approval from committee chair. **Should the Festival configuration change, vendors will be assigned a space of equal value.**

**Event parking:** During Festival operating hours, all vendor personal vehicles must be parked in the designated vendor parking area. Vendors must follow all posted traffic management signs. Vendors will be issued parking permits during initial set-up, which must be displayed prominently in or on the vehicle. Parking is on a "first-come, first-served" basis and can be accessed via gate 7 only for the duration of the weekend. Vendors are reminded that there will be many vehicles of varying sizes in the vendor parking area and to park as efficiently as possible to allow for as many vendor vehicles as possible in these prime spots. All overnight recreational vehicles (RVs) MUST be approved and paid for at the time of final payment. RVs will be required to park in the vendor parking lot and should notify Festival staff during initial set up.

**Set-up times and gates are restricted to the following:**

| Date              | Time           | Gate |
|-------------------|----------------|------|
| Thursday, March 6 | 10 a.m.-7 p.m. | 1    |
| Friday, March 7   | 8 a.m.-7 p.m.  | 1    |
| Saturday, March 8 | 6-7:30 a.m.    | 7    |
| Sunday, March 9   | 7-8:30 a.m.    | 7    |

Vendors WILL NOT be allowed on Festival grounds for set up outside these times.

NO vehicles at main gate at any time during Festival hours.

**Event requirements:** 1) Vendors are required to keep their space neat, clean and aesthetically pleasing for the duration of the Festival. 2) All food vendors are required to display a banner or sign containing the vendor's name, logo or product and pricing. 3) All vendors must have licensing and/or permits available for inspection during Festival hours of operation. 4) All food vendors must be self-sufficient with regard to ice supply Vendors intending to use the electrical connections must supply all extension cords needed for their space. 5) Alcoholic beverages are prohibited on county-owned property and therefore not allowed on Festival grounds. 6) All tents must be secured to protect your product and the inventory of other vendors. NOTE: Wind is a factor this time of year; set up accordingly. 7) Vendors will be responsible for leaving their space(s) in the same condition as prior to the Festival.

**Restocking:** Replenishment of space(s) will be allowed during Festival and after closing. **UNDER NO CIRCUMSTANCES WILL NON-AUTHORIZED VEHICLES BE ALLOWED ON FESTIVAL GROUNDS DURING OPERATING HOURS.** Only designated vehicles for Festival staff and emergency response vehicles will be allowed on Festival grounds during Festival hours of operation. Vehicles will not be allowed to park at the main gate at any time during Festival hours of operation.

**Clean up:** The committee will provide trash receptacles throughout the food court and will be responsible for ensuring the containers are emptied regularly. Food vendors must provide sealed containers to dispose of any grease used during the Festival.

**Prohibited on Festival grounds:** 1) Generators (unless part of Food Truck). 2) Obstructions to walkways. 3) Digging holes. 4) Dogs and pets other than certified service companions. 6) Bicycles and motorized vehicles.

**Security:** The Festival grounds will be patrolled on Friday and Saturday nights.

**Break-down times: Sunday, March 9, from 4:15-7 p.m. and Monday, March 10, from 8 a.m.-noon.\***

\*Break down is permitted on Monday, March 10, with prior approval of Festival Committee Chair.

**DUE TO SAFETY CONCERNS FOR VENDORS AND GUESTS, LAW ENFORCEMENT WILL PROHIBIT VEHICLES FROM ACCESSING FESTIVAL GROUNDS PRIOR TO 4:15 P.M. ON MARCH 8<sup>th</sup> & 9<sup>th</sup>.**

**Non-discrimination policy:** It is the policy of Marion County Board of County Commissioners to maintain an environment free of all forms of unlawful discrimination. The Festival affords equal opportunity to all vendors and patrons without regard to race, color, gender, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.

