



FESTIVAL AT FORT KING

Saturday, December 7 and Sunday, December 8, 2024
10 a.m. – 3 p.m. | Fort King National Historic Landmark

Historical Reenactment/Demonstration Application & Contract Deadline for Submissions: Friday, October 11

CONTACT INFORMATION:

Name:

Address:

Phone:

Email:

Additional names of those in your party:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Role Portraying (ex. Blacksmith, Soldier, Sutler, etc.) :

Include a photo of your historical attire for the reenactment or skill demonstration.

Registered camping is allowed on-site during the reenactment; however, vehicles must be out of the park by 9 a.m.

Select the day(s) you wish to camp:

☐ Friday ☐ Saturday

Would you like to participate at the Student Day on Friday, December 6 from 10 a.m. to 2 p.m.?

☐ Yes ☐ No

Include a detailed description of the skill or class you intend to teach along with two pictures.

****Only participants who teach a skill or class will be compensated.***

Describe your set up and tent size. All demonstration stations are limited to a 10 x 10 space.

EVENT TERMS AND GUIDELINES

It is the City of Ocala's intent to provide a high quality, family friendly, hometown event atmosphere by being selective in choosing vendors for this event. As such, vendors that further the City's goal of providing a professional-looking display and variety of merchandise and activities are more likely to be selected for participation. Participation in this event should be considered a privilege.

Application Terms

- **Applications submitted by mail must be postmarked by the deadline date and** mailed to the City of Ocala Recreation and Parks Department, Attention: Festival at Fort King, 828 NE Eighth Ave., Ocala, Florida 34470.
- **Applications submitted by email** must be emailed to FortKing@OcalaFl.Gov and must be received by the deadline date identified above.
- Applications postmarked or emailed outside of the deadline will only be considered if openings become available. In the event that all vendor spaces are filled, applications that do not meet the deadline stipulations will not be reviewed.
- The City will not give preferential selection to prior vendors nor will we use a first-come, first-served selection process. The highest quality vendors (judged by the proposed product offerings, booth space appearance and our knowledge of your operation from prior participation) will be selected for participation.
- An application submittal **does not** guarantee acceptance into the event. Approval or denial will be based on event needs, space availability and variety of product offerings. The City reserves the right to request more information from a vendor as needed to judge the vendors suitability for participation in this event.
- This event will be held, rain or shine. There is no rain date.

Exhibit Space

- Exhibits must be open and staffed for the entire duration of the event.
- Vendors are required to have a solid non-flammable tent in a neutral color. No carport-type tents allowed.
- The entire booth (including tent, tables, displays, etc.) must fit into your approved booth space
- Identification signs must be hung at the top front of the tent. The sign is restricted to 18" high and shall be no longer than the width of the tent (10').
- Signs must be of a professional quality and shall **NOT** be handwritten.
- Vendors must have a plan for how they will secure/weigh down their tent, staking is prohibited.
- Vendors may reserve more than one space (at the set fee per space); however, only one vendor can occupy that space (no two vendors are allowed to share one vendor space and no space may be sublet).
- All vendors are responsible for providing their own supplies including, but not limited to, fire extinguishers, trash cans, trash bags, tables and chairs (for vendor use only), lights, extension cords, cord covers, etc.
- Vendors are responsible for maintaining their booth and surrounding areas during and after the event.
- Vendors must dispose of all trash (cardboard boxes must be broken down) in event dumpsters not in trashcans provided for public use. Booth space should be left clean after tear-down; no trash, trash bags, empty boxes, etc.
- Amplification/music of any kind at your booth is prohibited.
- Vendors are prohibited from having animals within the confines of the event, except for legitimate service animals as authorized by State Statute and ADA standard or otherwise approved by the event manager.

Electric

Power is not available at this venue. Generator requests will be reviewed by the city on a case-by-case situation and only approved to the extent that power needs cannot otherwise be met and/or the city determines that the advantages of allowing the generator power to outweigh the disadvantages related to the use of the generator in terms of enhancing the event.

Fire Safety Precautions

For the protection of liability to yourself, sponsoring organizations and the city of Ocala, your vendor space, equipment and tent/concession trailer will be inspected by the city of Ocala Fire Rescue and shall comply with local, state and federal fire codes and ordinances.

Additional Guidelines

- The individual listed on the application must be present for the entire show. Representatives or employees are welcome but shall not be in lieu of your presence.
- Professional behavior and dress are required and will be determined at the sole discretion of the City of Ocala.
- **VENDORS ARE PROHIBITED FROM SMOKING WITHIN THE EVENT SITE.**
- "Pushing" sales to passing customers is prohibited.
- Vendors are responsible for collecting and reporting sales tax on all sales.

Marketing

- The City of Ocala will create flyers/posters for event. Electronic versions of these flyers/posters will be made available to you for social media distribution. If you wish to print out posters, please do not post any flyers/posters (or any other type of advertisement) on any trees, posts, telephone poles, signage, buildings, cars, etc. as this is illegal. You may contact various businesses and ask if they will post the information within their business. All flyers, posters, handbills, advertisements, etc. promoting the event must receive prior written approval from the City of Ocala event coordinator prior to any posting/distribution.
- We encourage our exhibitors to promote their participation with the event. However, the following cannot be done by any vendor or sponsor:
 - Create/sell items bearing the event name or likeness or event logo
 - Use copywritten photos/materials as your own
 - Create events on Facebook (or any other social media/website) using official event name or logo. However, links to the Ocala Recreation and Parks Facebook page/event page and website are permitted and will be provided.
- Please contact the Ocala Recreation and Parks Marketing Department for questions regarding digital or print marketing and to obtain approved promotional materials at rpmarketing@ocalafl.org.

VENDOR AGREEMENT

The vendor certifies that the information on the vendor application is a correct depiction of the services and products to be provided by the vendor at the event. The vendor understands that failure to follow application/vendor permit terms as described and stipulated herein will result in ineligibility for this and future events. The vendor further agrees to abide by all terms of the vendor permit for this event and to hold harmless and indemnify the City of Ocala against any claims arising by virtue of their occupancy of vendor space and participation in this event.

GENERAL RELEASE

The undersigned, individually and/or on behalf of the company/organization, in consideration for the City of Ocala's permission to attend Festival at Fort King does hereby discharge, release, indemnify and hold harmless the City of Ocala, its employees, agents and officers and all other sponsoring organizations from any and all manner of actions, suit, damages or claims whatsoever arising from any loss or damage to the person or property of the undersigned and the undersigned's employees, volunteers, representatives or agents while in possession of vendor space or participating in Festival at Fort King.

I understand that, if accepted into the event, my booth fee shall not be refunded if all or part of the event is cancelled, including but not limited to inclement weather or acts of nature.

I HAVE READ ALL THE RULES PERTAINING TO THIS APPLICATION/CONTRACT AND AGREE TO ABIDE BY THEM.

Demonstrator's name (please print): _____

Demonstrator signature: _____ **Date** _____

RETURN COMPLETED APPLICATIONS TO:
CITY OF OCALA RECREATION AND PARKS
ATTN: Festival at Fort King
828 NE EIGHTH AVE., OCALA, FL 34470
FortKing@OcalaFL.Gov
352-368-5533