



2018 Bushnell FALL FESTIVAL

SATURDAY, OCTOBER 20TH, 2018

Schedule of Events

- ❖ 9:30 AM: FESTIVAL PARADE DOWN MAIN STREET
- ❖ 11:15 AM: OPENING CEREMONIES AT THE KING'S QUARTERS
- ❖ 11:15 AM: TOURNAMENT & GAME REGISTRATION BEGINS
- ❖ 12:00 PM: LET THE GAMES BEGIN
- ❖ 2:30 PM: GREASED PIG CONTEST
- ❖ 5:00 PM: COURTYARD DANCE
- ❖ 8:30 PM: FIREWORKS CELEBRATION

This year's Fall Festival and Parade theme is "Medieval Magic". We Invite you to share your visions of Kings & Queens, Knights & Nobles, and Dragons & Castles.

The parade takes place down Main Street in Bushnell and the Fall Festival will be held at the Kenny Dixon Sports Complex at 824 W. Noble Ave, Bushnell FL, 33513.

The deadline for vendor booth or parade entry applications is Wednesday, October 10th at 5 pm. All parade entries and vendor booths will be judged, and prizes awarded for those entries and booths deemed best decorated.

Applications will be processed on a first come - first served basis. If you are requesting preferred placement, or a spot from previous years, please

return your application and payment early so we can place you accordingly.

While we may not be able to adhere to exact requests, early submission drastically increases your ability to receive your preferred booth. You will see a selection option on the application to request a previous year's booth number.

Payment & Application Submission

Only return the final application page, all other pages are for your records. Send the Application Form along with payment for the number of spaces needed to:

Bushnell City Hall

117 E. Joe P. Strickland Jr. Ave.

PO Box 115

Bushnell FL, 33513

You may also pay in person at Bushnell City Hall.

It is critical that you include your application with payment so that we may reserve the right spaces for your product or service.

For more information, please contact Rebecca Morrison at 352-874-5175 or via email at rmorrison@cityofbushnellfl.com.



Vendor Rules & Information

Application Deadline: Applications will be processed, and vendors placed on a first come – first served basis. The final day for applications is Wednesday, October 10th by 5 pm. No applications can be accepted beyond this deadline.

Complete Application Thoroughly: It is important to list your services and products on your application to avoid being placed by someone who offers a similar product or service. We want our festival to be successful for every vendor so proper distribution of spaces will be a key element to that.

Prior to the Festival: The week prior to the festival, you will receive the following: Your booth/space number, instructions for check in, an event map, any last-minute instructions or news, and a vehicle parking placard to allow you to park in the vendor parking area. PLEASE BE SURE THE EMAIL ON YOUR APPLICATION IS VALID SO YOU RECEIVE THIS INFORMATION IN A TIMELY MANNER.

Early Departures: If you must leave early on Saturday, check the spot at the top of your vendor application marked “Early Departure”. We will place you as close to the vendor parking area as possible, you may then cart your items over to your vehicle, so you may leave and exit the festival. You may also box your items up when you must leave and return to the festival area after 9:30 pm to retrieve your belongings at that time. Unfortunately, we cannot allow any vehicular traffic during the festival itself without it posing a safety hazard to those in attendance. Your cooperation is appreciated.

Festival Hours: The festival hours are from 9:30 am (parade start) until 9:30 pm. For pedestrian and guest safety, NO VEHICLES will be permitted into the festival venue after 9:00 am Saturday morning. Or BEFORE 9:30 pm Saturday evening.

Set Up Times:	Large Concession Vendors	Friday afternoon from 12-5pm
	Smaller Vendors	Friday 6-8pm & Saturday 7-9 am

The festival area is secure and patrolled overnight, we encourage Friday setup to avoid a surplus of Saturday morning traffic entering the festival area.

Check in with Festival Staff: Upon arriving to set up your space, you MUST check in at the vendor entrance with event staff. You will be directed to your ASSIGNED space at that time. You will unload your vehicle at your space, remove your vehicle to vendor parking and then return to your space to finish setting up. We cannot allow vehicles to stay parked for the duration of setup or during the festival.

Informational & Political Organizations: Due to limited spacing, these types of booths will be limited to one space per vendor. No Exceptions.

Generators: Vendors may use generators if electricity is required, please see the following rule page for details.

Water Use: Food vendors must supply their own water. For safety reasons, hoses cannot be used across festival grounds.

Booth Sizes: All spaces measure 12' wide. All your materials, including but not limited to tables, chairs, props, tents and merchandise or prizes must fit within your space. If more space is needed than the 12', please purchase multiple booth spaces.

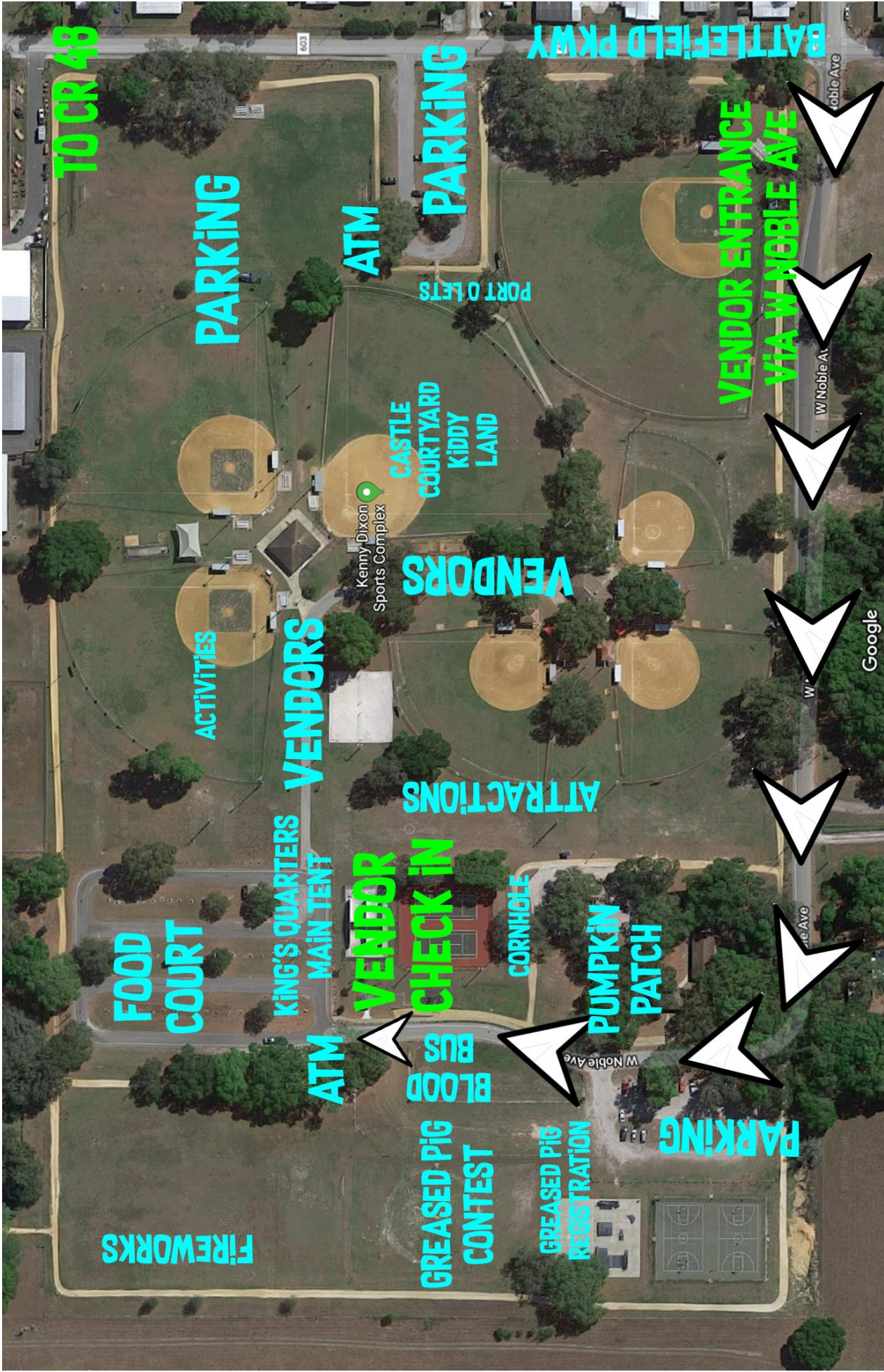
Upon Departure: We ask that your space looks as it did when you arrived. Please be mindful of trash, items left behind and any other belongings that are in your area and remove them when you leave. We will provide grease drums and trash cans and we ask that you utilize them throughout the day. Help to keep our park and city clean.

Code of Conduct: We ask that all in attendance; guests, vendors and staff, behave in a manner appropriate for this family-oriented day. We look forward to providing another fun filled day for everyone involved and can only do that with YOUR help. We are glad you've chosen to partner with the City of Bushnell for the 34th annual Fall Festival and can't wait to see you in October!

SUMTER COUNTY FIRE INSPECTOR NOTES & REQUIREMENTS:

- From the standpoint of fire safety, a generator is required to be located a minimum of 5 feet outside tent or structure (portable OR stationary).
- A generator is required to be protected from the public in some manner, such as a small fence, to prevent tripping, bumping into, or smoking near a generator.
- No smoking signs should be placed at the generator and around gas powered equipment and fuel cans should be safely stored when not in use.
- Extension cords are considered trip hazards and refueling hot generators is a fire hazard.
- Food vendors who plan to fry, grill or have a stove top during the festival are required to be permitted by Sumter County Fire & EMS prior to conducting business in Sumter County and vendors with these appliances are required to have sufficient hood and fire suppression systems in place.
- All fire extinguishers are required to be tagged by a FL certified fire equip. dealer.
- Mobile concessions are required to have an annual permit per Sumter County Ordinance than can be obtained by calling: 352-689-4500. This inspection can be performed at any time with an appointment prior to the event.

All vendors who will be cooking and/or using generators should familiarize themselves with this information.



TO CR 48

PARKING

ATM

PARKING

BATTLEFIELD PKWY

VENDOR ENTRANCE
VIA W NOBLE AVE



FIREWORKS

GREASED PIG
CONTEST

GREASED PIG
REGISTRATION

PARKING

FOOD
COURT

KING'S QUARTERS
MAIN TENT

ACTIVITIES

VENDORS

VENDORS

ATTRACTIONS

CASTLE
COURTYARD
KIDDY
LAND

Kenny Dixon
Sports Complex

CORNHOLE

PUMPKIN
PATCH

ATM

BLOOD
BUS

W Noble Ave

W Noble Ave

W Noble Ave

W Noble Ave

Google



Keep pages 1-4 for your records. Return this page and your payment to: City of Bushnell, 117 E. Joe P. Strickland Ave., Bushnell FL, 33513

Please contact Rebecca Morrison for more information at 352-874-5175 or via email at rmorrison@cityofbushnellfl.com

Vendor Application

Organization or Business Name:	Contact:
Email Address:	Phone:
Mailing Address:	
<p><i>Disclaimer: I hereby release and forever discharge the City of Bushnell or any of its employees from any responsibility, personal liability, loss or damage in connection to the fall festival. I agree to obey all rules set forth by the festival committee. I also understand that if I violate these rules, I may be asked to leave the festival immediately, and I may not be considered for future festivals.</i></p>	
Signature:	Date:

Type of Vendor	PER SPACE: (12' W X 10' D)	# OF SPACES	Total Amount for all Spaces
POLITICAL Candidates & Organizations	\$60.00	Limit 1 space only	\$60.00
INFORMATION Without Sales	\$40.00	Limit 1 space only	\$40.00
NON-PROFIT FUND RAISERS* Churches, Civic Organizations, Charities	\$25.00		
RETAIL SALES Arts & Crafts, Merchandise Etc.	\$50.00		
RETAIL ATTRACTIONS Games & Rides	\$75.00		
SMALL RETAIL FOOD Snack items, 1-2 items only	\$75.00		
LARGE RETAIL FOOD Full Meals, Concessions Trailers	\$125.00		

Please list items offered below; this will assist us in placing vendors with similar items in different areas and in the best possible area for your service or product.

****OFFICE USE ONLY BELOW THIS POINT****

Date Received	Paid in Full	Booth Number requested