



## Havana Wood Festival

**September 7, 2024 10:00 AM - 4:00 PM**

We're excited about our Wood Festival event and invite you to be a vendor if you meet the requirements below. If you are not sure your product/art/service meets these requirements, send an email to [ann.havanamainstreet@gmail.com](mailto:ann.havanamainstreet@gmail.com). Please include your name, phone number and describe your product/art/service and we will contact you. **We need your application no later than August 12<sup>th</sup>, 2024.**

1. Wood must be incorporated in all items being sold. Or the item must be a product made for and used when working with wood. For instance, oils, knives, etc.
2. Items must be personally made and not mass produced or purchased to be resold.
3. Service providers whose service deals with wood are invited! For example, tree surgeons, woodworking equipment and supplies (carving tools), forestry services, woodchips. We ask that these businesses provide some educational displays or information at their booth.
4. Vendor Booth spaces are approx. 10x10.
5. Please provide two pictures to show your handmade wood items. Or provide your website address, if you have one, or Facebook page name that shows your products. If you are a service business, provide a link to your website and/or Facebook page name.
6. NO POLITICAL ITEMS of any kind will be accepted. All vendors items must be non-political in nature. Distribution of political or controversial materials from a vendor's booth is strictly prohibited. Political campaigning is not allowed.
7. If your application is accepted, we will contact you to confirm your acceptance.
8. If your application does not meet the requirements of this event, we will contact you within a week of receipt of your application and refund any monies paid.

**Business / Vendor Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Facebook:** \_\_\_\_\_

**Description of merchandise/food to be sold or activity to be carried out:**

---

---

**CHECK your category:**

_____ ARTIST	Booth Space 10x10	\$75
_____ Vendor/Service Provider	Booth Space 10x10	\$75
_____ Vendor/Service Provider	Booth Space 10x20	\$100
_____ Non-Profit/Informational	Booth Space 10x10	\$35
_____ Non-Profit/Selling	Booth Space 10x10	\$50
_____ Food Vendor/Pre-Pkg	Booth Space 10x10	\$75
_____ Food Vendor/On-site	Booth Space 10x10	\$150
_____ Food Vendor/Food Truck	Booth Space 10x20	\$250
_____ Power Needed	Additional Charge	\$25

Total Submitted: \_\_\_\_\_

**NOTE:** Make checks payable to Havana Main Street. There is a \$3.00 surcharge to pay online by credit card.

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

**Rules for Vendors:**

1. Event officials reserve the right to refuse the display/sale of any item that is offensive, obscene, or otherwise not in keeping with the family atmosphere of the festival.
2. Vendors will accept the location assigned to them and remove vehicles from setup site at by 9:30. Please do not block merchant driveways.
3. Set-up time will be 7:00 A.M.- 9:30 A.M. unless otherwise advised. NO LATE SET-UPS WILL BE ALLOWED unless space is available on the outer ends of the event.
4. Vendors will be provided a space to move their vehicle to during the day.
5. Electricity is limited and must be requested at the time of application. Each booth granted electricity will be allowed an outlet and must provide their own 100-foot heavy-duty outdoor UL approved extension cord.
6. You will be responsible for site cleanup at the time of the event closure.
7. ALL VENDORS ARE TO REMAIN IN PLACE UNTIL 4:00 P.M. or other announced time.
8. **Food vendors only:** Tents must be made of fire-retardant materials if food is cooked on site. Vendor must recapture any wastewater, cooking materials and ALL trash.

**PAYMENT MUST BE RECEIVED BY FRIDAY, AUGUST 12th, 2022.** NO REFUNDS will be given unless your application is not accepted. Spaces must not be shared or sub-let unless prior approval is received by event staff in writing. **I agree to comply with all state and local requirements as well as the rules stated within this application. I understand that I am required to secure any licenses/permits, etc. required by all governing authorities that may have jurisdiction over products to be sold as described above. I will remain open during the times set for the event. I hereby release and forever discharge from liability the Town of Havana, Havana Main Street, and/or the event, its sponsors and their affiliated companies, businesses, officers, agents and employees. I will NOT hold event or event organizers responsible for loss due to theft, damage or acts of God. I understand that this event in no way guarantees any returns or benefits.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN APPLICATION AND CHECK TO:**  
Mail: Havana Main Street, Box 346, Havana, FL 32333  
Email: [ann.havanamainstreet@gmail.com](mailto:ann.havanamainstreet@gmail.com)  
**FOR QUESTIONS:** Call Ann at (850) 755-2999 or email [festivals.havanamainstreet@gmail.com](mailto:festivals.havanamainstreet@gmail.com) .