

## Vendor Information Guidelines

BargeOWeen is open to businesses located in the 32561 or 32563 zip codes. This is a family friendly event. No alcohol or tobacco products will be permitted.

Space is limited. Vendors should only sign up if they can fully participate.

### What to bring

Vendors should bring tables, chairs, tents, and other decorations to set up their vendor space. Vendors may bring individually wrapped candy to give out, food or vendor wares to sell. Food and drink must be served "no touch" and prepared and packaged using gloves. When using tents or for other setup needs no spiking on any surface in the complex is allowable, sandbags should be used as an alternative.

### What the City will provide

The City will provide a table and two chairs if the vendor requests it in advance through the vendor registration link. The City can also provide Candy if requested by the vendor. The City will purchase gift certificates and product vouchers from vendors who participate in the event, which will be given out the night of the event.

### Vendor Set up

Vendors will be assigned a location along the inside of the track at Dolphin Stadium. To achieve social distancing guidelines, vendors will have 20 feet of space along the inside of the track to set up their vendor spaces. Please leave 5' of space on either side of your 10' booth for spacing.

Vendors can set up between the hours of 11:00 am and 3:30 pm on Saturday, Oct 31st. Vendors may use personal vehicles for unloading supplies in the stadium; however, parking for an extended period of time is not allowed. No vehicles will be permitted in the stadium between 3:00 pm and the conclusion of the event. Vehicles may reenter the stadium to load up supplies following the exit of all attendees.

Vendors are encouraged to be creative and decorate their booths in the theme of their choosing. Event attendees will be voting on their favorite booth and winners will be announced at the conclusion of the event. \$500 first prize, \$250 second prize, \$100, third prize cash reward.

Vendors can provide games and activities for attendees but only if social distancing and CDC guidelines for protective measures can be adhered to.

Power will not be provided at the event. If a vendor wishes to utilize a generator it must be operated in a safe manner as to not cause a disturbance. For example, utilizing reduce decibel or inverter generator. It must be set up on a solid surface, preventing damage to the field or facilities.

### Vendor Cleanup and Breakdown

Vendors are expected to participate in the entire event. Representatives of each booth should remain on site until the event's conclusion at 8:00 pm. Booth spaces are to be brought back to its original condition with all debris and equipment to be removed by the vendor. Cleanup and removal tasks should be completed by 9:00 pm at which time the facilities will be closed.

## Business Support

The City of Gulf Breeze will be supporting participating businesses as follows:

- 1) Prior to the event, the City will purchase (1) one \$50 redeemable gift certificate from each participating business. These will be given away to event attendees through a raffle system the night of the event.
- 2) The City will produce vouchers valued at \$50-\$250 to be given away through a raffle system and to winners of the event contests. Voucher holders may select the participating business of their choice to exchange the voucher for a redeemable gift card or gift certificates. Businesses may then submit redeemed vouchers to the City for reimbursement, no later than December 30, 2020. The value of each voucher and the rules of the program will be specified on the voucher document that will be provided to the winners. Vouchers must be exchanged with a participating business by Nov 30, 2020. Vouchers will be redeemable at a SINGLE participating businesses. **Participation in the voucher program is voluntary.**

If participating businesses wish to bring additional gift certificates or prizes to give away, they are encouraged to do so. For example, many businesses will ask for attendees to enter drawings to win a gift certificate or prize. Businesses are responsible for all necessary supplies and should be careful to adhere to protective measures to prevent the spread of Covid-19.

Businesses are also eligible to win cash prizes from the City through the booth decoration contest.