

Thank you for your participation in the Rotary Charity Festival this year. Please follow the rules and procedures so that everyone has an opportunity to have a successful event:

1. Arrive at the time assigned to your booth number for the day corresponding to your scheduled arrival. Enter the area from SR436 on to Cranes Roost Boulevard. . If you arrive after 7:00 p.m. on Friday, you will not be permitted to drive on Cranes Roost Blvd. for setup. You must unload your equipment from the adjacent parking lot and carry or hand cart your equipment to your location.

Fri 3:00PM - Booths 73 - 119

Fri 3:30PM - Booths 48 -74, 120 - 138

Fri 4:00PM - Booths 29 - 49, 139 - 151

Fri 4:30PM - Booths 1 - 28, 155 - 170

Sat 6:00AM - Booths 73 - 119

Sat 6:30AM - Booths 48 -74, 120 - 138

Sat 7:00AM - Booths 29 - 49, 139 - 151

Sat 7:30AM - Booths 1 - 28, 155 - 170

2. The vendor entrance into the venue will be off of Festival Drive see the map below for directions. There will be a security barricade allowing only vendors to enter the venue. At the barricade you will be met by a festival coordinator to confirm registration and booth location. Large trailer parking is available the in lot on other side of the lake (see map below).
3. You are not allowed to play amplified music or announcements from your booth.
4. You are responsible to bring all equipment needed such as extension cords, power strips, hoses and nozzles.
5. Cranes Roost Boulevard is one-way east during arrival and departure of the vendors. Stay on the right side of the road to keep the roadway clear and unload your vehicle/trailer. After unloading your materials, move your vehicle to the parking lot at the mall across the street where there is ample parking. You may also park your vehicle in the back lot behind Altamonte Lakeside Office Park. **No** parking in front of the office building that is next to Café Murano.
6. All vehicles must be off the road by 8 p.m. on Friday and by 8 a.m. on Saturday.
7. Do not bring pets with you during the event. Service animals are permitted.
8. Do not sell or distribute items that were not listed on your Vendor Application (including water, food, or gifts not approved in advance.)

9. Do not begin to breakdown your booth until the event has ended at 5PM on Sunday. You may drive on Cranes Roost Boulevard after the public has cleared the area and permission has been granted by the event manager. Cranes Roost Boulevard remains one-way east bound until all of the booths and materials are gone.
10. ATM's are located on the south side of Cranes Roost Blvd, as indicated on our map.
11. Ice is for sale at the Rotary Beer/Wine tent as indicated on our map. If you require large quantities of ice please contact us with your request at: inquire@aacwf.com or call 407-781-9972. If LARGE quantities of ice are required please let us know your requirements.
12. Rest rooms are located along the pedestrian walk on the south side of the lake opposite Murano's Café and adjacent to the rear of the beer/wine tents near the western end of the venue. Also next to the Registration Booth near the Food Vendor Court.
13. Staying overnight in campers, RV's, or trailers is prohibited by the City, however they can be parked on the other side of the lake as indicated above.

Licenses, Trash, Vehicle Curfew, Terms and Conditions

A copy of your occupational license and pertinent licenses must be displayed at your location. All trash and litter must be containerized and your area must be kept clear of garbage. Trash must be placed in plastic bags and tied off when full.

All boxes must be broken down and stacked. Bags and similar materials to be disposed of should be left at designated sites for pick up by the clean-up crew prior to leaving the site. Booths will be monitored during and after the event to insure that all trash is removed. The vehicle curfew is as follows: You will set up your booth according to your arrival time. This time is dictated by the booth number. No vehicles will be allowed into the festival area between 9:00AM, Saturday and 5PM Sunday. All vendors must depart the festival area by 8 PM, Sunday.

Damage, Food Service, Refunds, Security

Vendor is liable for all damages caused by vendor for any reason whatsoever.

Oil/Grease

Any oil/grease must be removed from the site by the vendor. No waste may be discharged anywhere in Cranes Roost Park. Vendor is subject to the applicable laws and fines which apply for violating these laws. Sewage: Sewage is NOT provided. Grey water MUST be captured, contained and removed from site. This is the responsibility of the food vendor. Fire: If you are cooking in your area, **BRING A FIRE EXTINGUISHER**. If you are grilling with charcoal, you must remove the coals at the end of the day. Do not leave them in the park. Inspections: The Park Manager and the City's Code Enforcement Department will be conducting inspections regularly during the event to insure vendor compliance. Refunds will be issued only for the non-application fee portions of your payment and only if you cancel at least 60 days prior to the festival date.

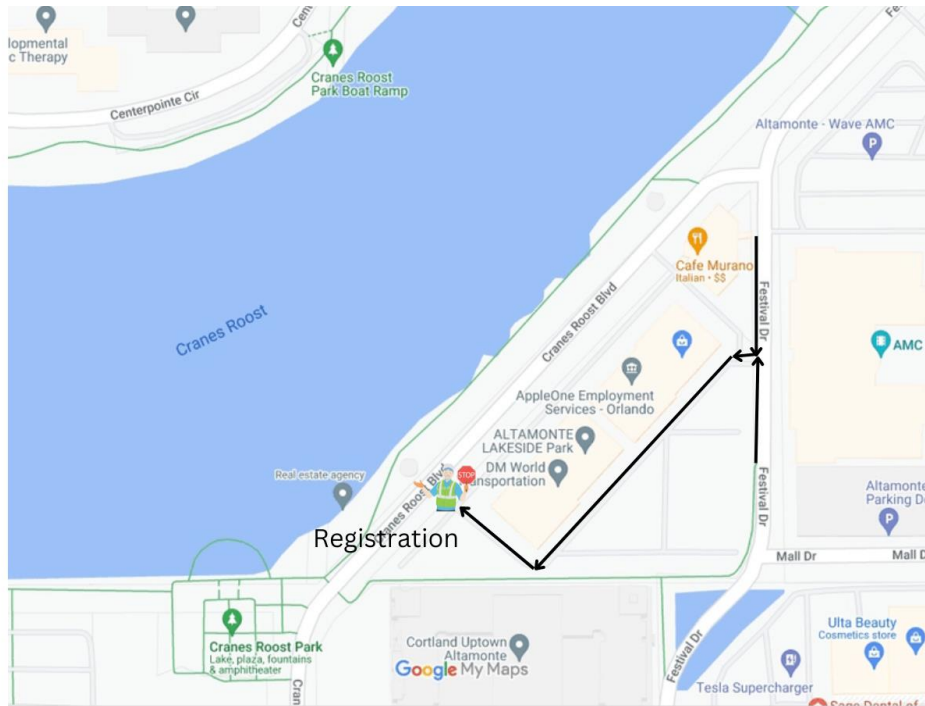
There will be a roaming security guard on duty Sat evening; however we assume no responsibility for items. Please secure your items and remove any valuables.

Insurance Certificate (Food Vendors):

(NOTE: see website for updated Food Vendor Requirements, the City Of Altamonte has strict requirements!)

A General Liability Certificate (COI) listing the City of Altamonte Springs, the Seminole County South Rotary Club, and Emerson International as additional insured is required for food vendors certificate holder does not insure the City and will not be accepted. The COI should also show automobile liability and workers comp if applicable. Certificates listing the City only as certificate holder does not insure the City and will not be accepted. The City must receive appropriate provider insurance certificates no later than seven (7) days prior to the event. * (Food Vendors only). Send the COI to Corey Prom EVENTS PRODUCTION MANAGER, City of Altamonte Springs, Uptown Altamonte, 150 Cranes Roost Blvd., Suite 2200, Altamonte Springs, FL 32701 or fax 407-571-8177 or email: cprom@altamonte.org.

VENDOR ENTRANCE



LARGE TRAILER PARKING

