

Good With Me Day Festival 2019

Activities/Vendors Operations Guidelines

Co-Sponsored Event by the City of St. Petersburg



This document provides all the practical information you'll need to participate. Be sure to read it thoroughly.

Welcome to the 2nd Annual Good With Me Day Festival! We're excited to have you here and want you to have a positive FUN experience!

OVERVIEW

Location:

Williams Park is on 1st Ave N, between 3rd and 4th Street. The sidewalks are tree shaded and provide a winding and pleasant walking pattern.

Time: 10 am – 4pm on Saturday, September 21, 2019.

CONTACT INFORMATION FOR EMERGENCIES, LOST CHILDREN, OR ANY OTHER EMERGENCY SITUATION CONTACT THE FESTIVAL MANAGER AT **727-424-1270**.

PAYMENT WHEN APPLICABLE

Payment Amount of

- Payment must be received in advance.

Payment Methods

- Paypal/Credit/ Debit.
(GoodWithMe.com/vendor)
- Cash (day of event with prior arrangement)

Payment Deadline

- Payment must be received no later than September 10th.

Cancellations/ No shows

- Cancellations after Wednesday or no-shows are subject to a fee.



PRACTICAL STUFF A MUST

There are Park restrictions regarding driving on grass. Summer rains make the grass very susceptible to damage from vehicles.

Driving into Historic Williams Park

Vendors are restricted to driving only on the sidewalks (with a few rare exceptions). Vendors who do drive on the grass (without explicit prior permission) will be subject to a fine or removal from the Festival.

It is critical that vendors observe the one way (counter clockwise) driving circuit through the Park. See Map on Page 7.

Morning Setup

- Manager Arrival - The Festival Manager & volunteers will arrive by 8:00 am.
- Entry Point - The vendor entry point for most vendors is on 2nd Ave. The entry is on the west side of the band shell. (See the map on page 7). Look for a volunteer with an **orange clipboard** who will provide further directions.
- Check-In - You will receive your assigned booth #/ location if not assigned.
- Completion Time - We ask that you be setup by about 9:30AM.

In some locations, vendors unloading their vehicle will be blocking all other vendor's movement.

- **If it is a wide spot in the pavement, place your vehicle so other cars can drive around you.**
- **As a result, it is imperative that vendors unload/load rapidly (5 minutes or less).**
- **Please be patient when others are unloading or help them out.**

Customer Parking

- We will inform Festival Attendees about a variety of parking options including the Sundial garage, and free parking on Central Avenue.

Vendor Parking

- It's very important that vendors not park in nearby street spaces that Festival Attendees could use.
- We strongly request that vendors use the free City Lot located a half block to the west (See Map on Page 6). It's located on the north side of 2nd Ave, between 4th and 5th Streets North.
- Park on the west side of the lot leaving the closest space for Festival Attendees.

Afternoon Breakdown

- Do not breakdown early.
- In the afternoon, vehicles should observe the same one-way circuit (entry and exit) as the morning.
- We will strictly enforce the requirement that vendors (on a primary sidewalk) be completely packed up before driving their vehicle in.

Booths and Displays

- Please keep booths and displays clean and organized at all times.
- Please keep boxes, bags, food and drinks, purses, etc. out of sight.
- Good With Me is not responsible for lost or stolen items.
- Please be mindful of potential trip hazards and keep the area around your booth and display clutter-free.
- Please be sure electrical power cords are safely placed and out of site.

Bathrooms

- There is a renovated public bathroom located on the back, northside of the Stage/band shell on 2nd Avenue North.
- Vendors (only) can use a private bathroom in the band shell (to the right of the stage).

Electricity

- There is very limited electricity located on some temporary electrical poles.
- No one should use the existing electricity without the explicit permission of Event management!
- Please keep power cords safely placed and out of sight.

No Table and Tent Rental

- There is no rental service available.

Garbage & Cleanup

- There are numerous permanent garbage cans throughout the Park. A city staff person (*who we are paying*) is required by the city to be present. They do tasks such as empty garbage cans.
- You must take your own trash home. This includes empty boxes, etc.
- Please thoroughly clean your space. We want to leave the Park cleaner than when we arrived.

Friends Without Homes

- The experience has been that our friends without homes are friendly and have rarely created an issue.
- If you see any kind of disruptive behavior anyplace in the Park, immediately call the Event Manager at 727-424-1270
- . Disruptive behavior could include:
 - Soliciting for food
 - Hanging out for long periods of time on a bench in the Park.
 - Any behavior that is aggressive, loud or discomforting.
- We request that food vendors not offer free food during the Festival. It tends to encourage on-going requests. Please feel free to make any food donations after the event.

Rain Guidelines

- If there is certain and significant rain expected in the morning (which rarely happens), we will close the Festival in advance.
- Notice about closure will be posted on the Good With Me website (around 6am on Saturday). In this case, you will receive a payment credit where applicable.
www.goodwithme.com/festival
- **A short rain during the daytime is somewhat common.**
- **The Festival Manager watches the radar closely during the Festival for potential rain. We recommend that vendors monitor as well.**
- **We strongly recommend that you bring plastic sheets(s) to cover your products if it rains. Sidewalls can also be helpful**
- **Rain will often pool on the tent canopy. Vendors should periodically push the canopy puddles to clear them.**
- We encourage you to invite Festival Attendees to take cover in your booth.
- Sometimes rain will occur at or near the Event closing.
- We suggest that vendors bring an umbrella and/or poncho to assist in the breakdown process.
- We will not be applying a payment credit where applicable if rain occurs during the day.
- It is particularly important when the ground is wet (from prior or immediate rain) that caution be exercised to protect the grass.

Wind Guidelines

Wind extremities can include general wind speed and unexpected gusts.

- Weights - It is critical that all vendors have at least 20 pounds on all 4 legs at all times. Options include sandbags or cat litter containers. Screw-in dog leash holders are also an excellent anchor. If there is a fixed object nearby, you can anchor your tent to it with a rope.
Weights should be on the ground or secured to the tent legs so they don't swing freely.
- No Weights - If you don't have appropriate weights, you will be required to vend without the canopy on your tent (aka 'topless') or go completely 'tentless'.
In addition, canopies should be taken down at the first sign of extreme wind. You will probably need to have a wrench and a screwdriver to take the canopy off a tent.

Vendors are responsible for taking appropriate precautions to protect their goods and insuring their tent or goods won't cause damage to a neighboring vendor.

OTHER GUIDELINES

Requests – We want vendors to feel free to make requests about unique operational needs they may have. Even though we may not always be able to accommodate them, we're happy to explore them with you.

Community Behavior - Vendors are expected to be courteous to Festival Attendees, vendors, and Festival staff and volunteers.

- Please handle any disagreements in a constructive and friendly manner.
- Inappropriate behavior (such as loud angry conversation or obscenities) is cause for immediate and/or permanent removal from the Festival.

Smoking – Smoking by vendors in the Festival area is prohibited.

Alcohol - No vendor shall consume any alcoholic beverage.

Solicitation – Solicitation of any type (distribution of flyers, requests for money, petitions, etc.) is not allowed at the Festival. Please inform a Festival volunteer if you see solicitation occurring.

Licenses & Health Codes

Licensing Responsibility - Obtaining the proper licenses or permits, and obeying all codes is the sole responsibility of the vendor, including any regulations of the Florida Dept of Agriculture or other regulatory agencies.

Sales Tax - The seller is responsible for paying sales tax where required by the State.

Enforcement Of Rules

Issues with Other Vendors – Please bring a grievance regarding the actions of other vendors to the attention of the Festival Manager or one of the volunteers. Do not direct it to the vendor in question.

Non-Adherence - Vendors who don't observe key guidelines may be subject to loss of vendor privileges. Examples are:

Safety related issues such as driving too fast in the Festival area

Missing a pre-payment deadline where applicable.

Eviction - Any vendor not in compliance with the above regulations may be asked by the Festival manager to leave the premises immediately.

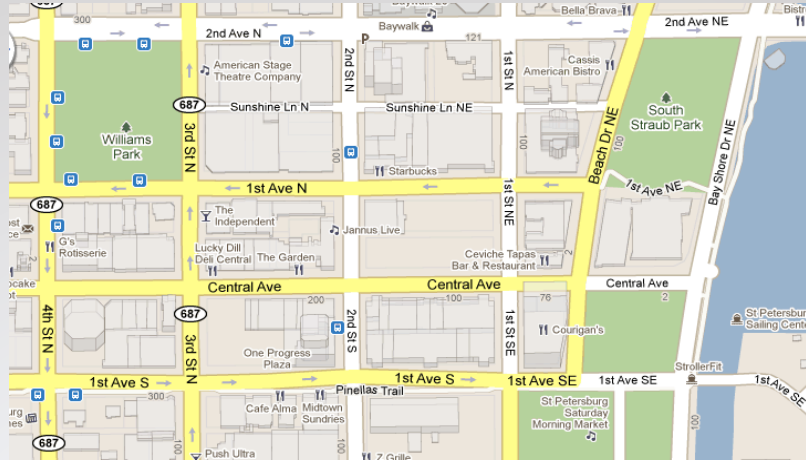
- No refund will be given.
- Future participation subject to approval of Good With Me.

**THE GOOD WITH ME DAY FESTIVAL IS ALL ABOUT COMMUNITY
AND A CELEBRATION OF YOU!**

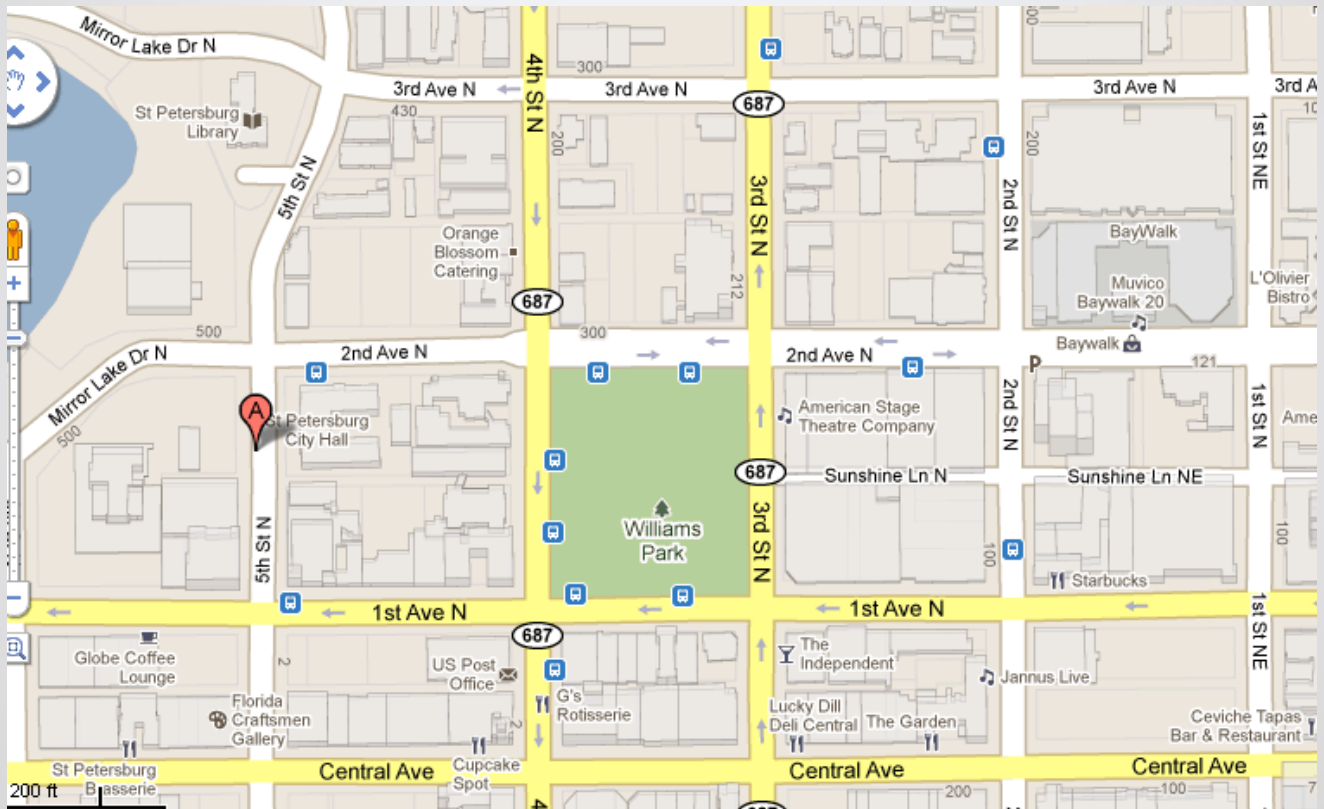
REMEMBER TO CELEBRATE YOURSELF, EACH OTHER, & THE FESTIVAL ATTENDEES.

**The Good With Me Day Festival staff is grateful for YOU---
every one of our community humanitarian activity and vendor participants.
We CELEBRATE YOU!**

Good With Me Day Festival - 2019



Parking Options



Nearby Parking Options

City Hall Lot – The lot is free and available to the public on Saturday.

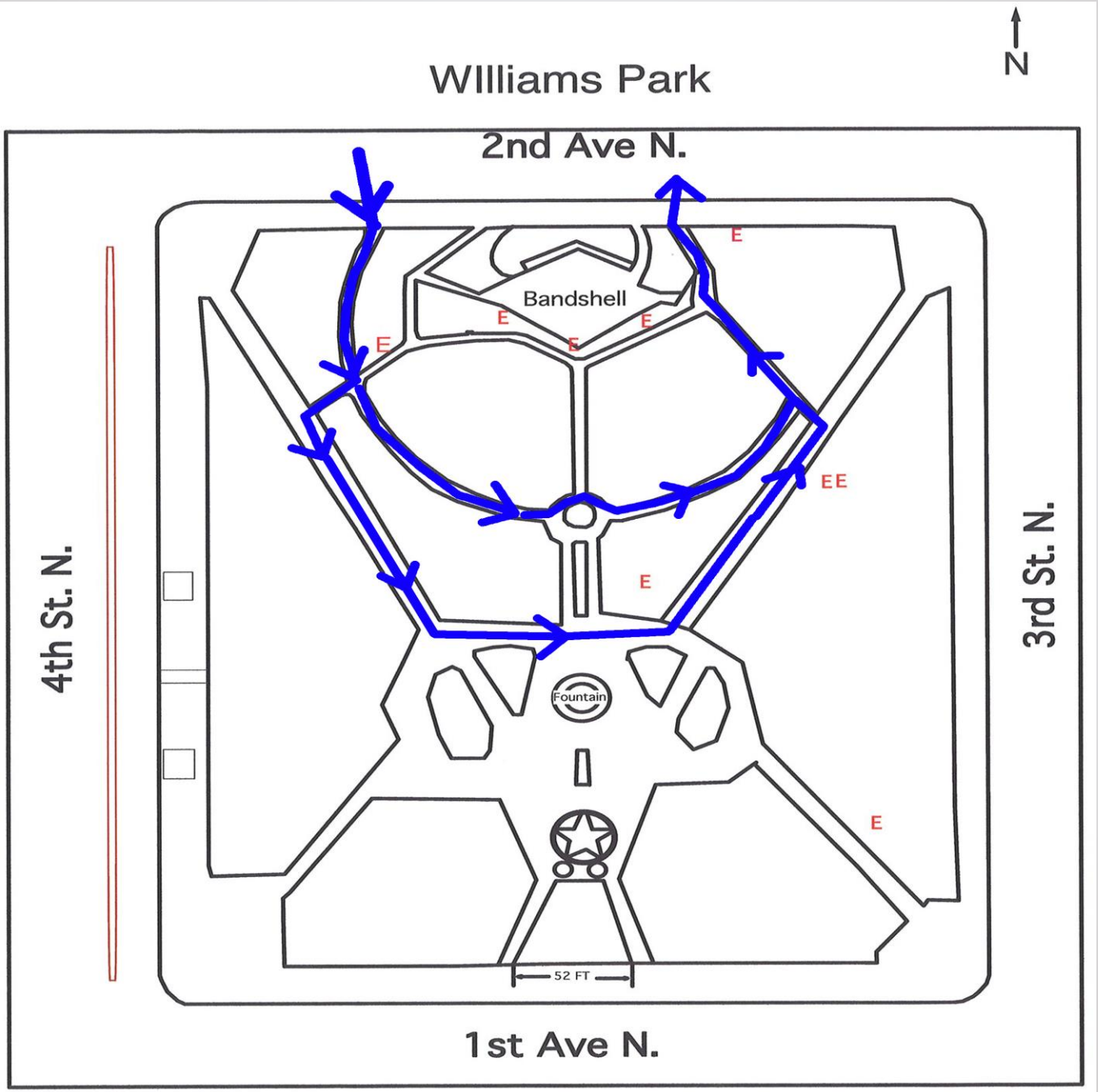
Central Ave – Free parking. The meters are not enforced on the weekend.

Sundial Garage – Costs \$1 on weekends for 4 hours or less (except on special event weekends)

Not an option

1st Methodist Church Lot – The parking lot of the Methodist church (on the north side of the park) is not available to Festival customers due to events at the church.

There is a one-way driving circuit for set-up & tear-down at the Good With Me Day Festival.



GOOD WITH ME DAY FESTIVAL VENDOR AGREEMENT

*This is an agreement intended for vendors who are participating only
in the*
GOOD WITH ME DAY FESTIVAL

Please clearly print the information below

Name: _____

Business Name (if applicable): _____

Address: _____

Telephone: _____ Email: _____

Products: _____

List the specific product types you are approved to bring to the Festival.

1. I, the undersigned, have read the entire Vendor Operations Handbook governing the Good With Me Day Festival and agree to adhere to the rules that are outlined within it.
2. I agree that everyone working in my booth will also read the Operations Handbook.
3. I agree that I will limit my product sales to those products that I have been explicitly approved to sell.
4. I understand that the Festival reserves the right to limit or discontinue the participation of a vendor at any time.
5. I agree to indemnify and hold harmless Good With Me and its agents, employees and volunteers from any liability, cost, damages, and other expenses suffered or incurred during the Festival.
6. I understand that I am responsible for adhering to all relevant government regulations, e.g. health codes, licenses, etc.

_____	_____
Vendor Signature	Date
_____	_____
Good With Me Representative Signature	Date

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APPENDIX A

The Good with Me Day Festival 2019 Purpose

To inspire all citizens of our community to participate in a celebration of who they are.

To introduce healthy choices for having fun and feeling good.

To showcase an extensive variety of healthy hobbies, activities, food & drink, health & fitness and self care that are available within the local community.



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APPENDIX B

**Equal Opportunities Policy and Health and Safety from the
City of St Petersburg**

PLEASE REVIEW ATTACHED PAGES THAT FOLLOW

