



## MARKETPLACE AT FOUNDERS' DAY

November 3, 2017 - 6:00pm-10:00pm

November 4, 2017 - 9:00am-6:00pm

The City Ocoee Founders' Day Committee is proud to present **Marketplace at Founders' Day** to take place on **Saturday, November 4, 2017, 9:00am - 6:00pm** during the 24<sup>th</sup> Annual Ocoee's Founders' Day Festival where there will be over 35,000 in attendance. **A limited number of spaces are available on Friday, November 3 from 6:00pm -10:00pm.**

### **ARTIST, CRAFTERS & NONPROFIT ORGANIZATIONS**

**All artwork must be of one of these categories:** Clay, Fiber, Free Hand Drawing, Free Hand Painting, Leather, Metal, Mixed Media, Non-Casted Jewelry, Photography, Sculpture, Unmolded Glass, and Wood. Production or commercial work of any kind will not be accepted.

**\*Exhibit Space Fee No Electric:** \$75.00

**\*Friday and Saturday** \$100.00

**\*Exhibit Space Fee with Electric:** \$100.00

**\*Friday and Saturday** \$125.00

A popular vote prize will be awarded and posted on the City of Ocoee Founders' Day website after the event. **Awards given:** Best of Show, Award of Excellence, Award of Distinction and Award of Merit.

### **BUSINESSES & POLITICAL CANDIDATES/ORGANIZATIONS**

Vendors that wish to display services and/or sell non-handcrafted items.

**\*Exhibit Space Fee No Electric:** \$150.00

**\*Friday and Saturday** \$200.00

**\*Exhibit Space Fee with Electric:** \$200.00

**\*Friday and Saturday** \$250.00

### **ARTS & CRAFTS / NONPROFITS / BUSINESSES / POLITICAL CANDIDATES/ORGANIZATIONS**

**Application Deadline:** October 6, 2017

**Please submit:** One completed application per exhibit, including two (2) photos of work to be displayed at the exhibit and a brief description of what is to be represented. Photos of work or brochures will not be returned. If business, you may submit a brochure in lieu of photos. **Send completed applications and fee to:** Attn: Marketplace at Founders' Day; City of Ocoee; 150 N. Lakeshore Drive Ocoee, FL 34761. Checks should be made payable to the City of Ocoee.

**Notification of Acceptance:** Will take place no more than thirty (30) days from receipt of application. Exhibit fee will be deposited upon acceptance.

**Exhibit Space:** Must be constructed to withstand all weather conditions. Exhibit spaces will be 10' x 10' and all items must be contained within the space, no exceptions. Vendors must provide their own tents/booths, tables, chairs and signage. All exhibits must be suitable for family viewing.

The Founders' Day Committee reserves the right to remove any items that may be deemed inappropriate.

For more information contact: Mark Johnson [Mark.Johnson@ci.ocoe.fl.us](mailto:Mark.Johnson@ci.ocoe.fl.us) or Stephanie Prunier [steph@eventindustrymarketing.com](mailto:steph@eventindustrymarketing.com)

[www.ocoeefoundersfestival.org](http://www.ocoeefoundersfestival.org)

**\*includes listing on event app and website**



## 2017 APPLICATION FOR EXHIBIT SPACE MARKETPLACE AT FOUNDERS' DAY

*Please return completed application and fee to:*

Attn: Marketplace at Founders' Day

City of Ocoee

150 N. Lakeshore Drive

Ocoee, FL 34761

**FAXED OR EMAILED APPLICATIONS ARE NOT ACCEPTED**

PRINT CLEARLY:

**Contact Person:** \_\_\_\_\_

**Name of Business (if applicable):** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Select Only One:** \_\_\_\_\_ Artist\* \_\_\_\_\_ Crafter \_\_\_\_\_ Nonprofit \_\_\_\_\_ Business

\_\_\_\_\_ Political Candidate/Organization

**Number of exhibit spaces needed** \_\_\_\_\_ **Electric Needed?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Saturday Only** \_\_\_\_\_ **Friday and Saturday** \_\_\_\_\_

**Payment:** Check enclosed \_\_\_\_\_ or Online payment \_\_\_\_\_

**List items you will display or sell at your exhibit space:** \_\_\_\_\_

**Do you wish for your art to be judged?** \_\_\_\_\_ Yes \_\_\_\_\_ No

*\* All artists will be judged, please send photo of item to be judged. Ribbons will be presented the morning of event.*

**Disclaimer:** The undersigned agrees by signing this form, to indemnify and hold harmless the City of Ocoee, or the City of Ocoee Founders' Day Festival Committee, it's officials, officers, advisors and employees from any and all claims, actions, causes of action, loss, damage, injury, liability, cost or expense, including without limitation attorney's fees arising out of, resulting from, or occasioned by participation in any activity associated with the City of Ocoee Founders' Day Festival. I understand the that exhibit space fee is non-refundable if the festival has to be canceled due to rain, a natural disaster, or other unforeseen problem, which the City deems appropriate to warrant cancellation of Founders' Day.

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:**

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Check #** \_\_\_\_\_ **Check Amount: \$** \_\_\_\_\_

**Date Accepted:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Exhibit Space #** \_\_\_\_\_

## **2017 MARKETPLACE AT FOUNDERS' DAY**

### **General Information, Guidelines and Restrictions**

- DATE & TIME** Friday, November 3, 2017, 6:00pm –10:00pm. Limited number of spaces available.  
Saturday, November 4, 2017, 9:00am – 6:00pm  
There will be no rain date scheduled and fees will not be refunded.
- LOCATION** Marketplace at Founders' Day will be on Bluford Avenue between McKey Street and the driveway to Ocoee City Hall, which will be closed off to traffic for this event. Also, grassed area in front of Withers-Maguire House.
- DEADLINE** Application deadline is **October 6, 2017**. Late applications may be accepted if space permits and on a cash only basis. Faxed or emailed applications will not be accepted.
- REQUIREMENTS** All vendors must complete 2017 Application for Exhibit Space, provide two (2) photos of work or business/nonprofit organization brochure and pay applicable fee. **Nonprofits must provide a copy of IRS Letter of Determination, no exceptions.**
- RESTRICTIONS** Vendors may not bring music or entertainment. All entertainment, music and announcements via public address systems will be provided by the Founders' Day Festival Committee.
- EXHIBIT SPACE** Space provided will be 10' x 10' and all items must be contained within the space, no exceptions. Vendors must provide their own tent/booth, tables, chairs and signage. Electric is available for limited number of spaces. Vendors must let us know their requirements. Vendors may not share their space with other vendors.
- FEES**
- | <b>Artist/Crafters/Nonprofits</b> | <b><u>No Electric</u></b> | <b><u>With Electric</u></b> |
|-----------------------------------|---------------------------|-----------------------------|
| *Saturday Only                    | \$75.00                   | \$100.00                    |
| *Friday and Saturday              | \$100.00                  | \$125.00                    |
| <b>Businesses/Political Org.</b>  |                           |                             |
| *Saturday Only                    | \$150.00                  | \$200.00                    |
| *Friday and Saturday              | \$200.00                  | \$250.00                    |
- Checks should be made payable to City of Ocoee*  
\* includes listing on event app and website
- REFUNDS & CANCELLATIONS** Refunds will be issued to applications that the Selection Committee declines for failure to meet the criteria set by the Founders' Day Festival Committee. Any cancellations must be made in writing no later than 5:00pm on Wednesday, October 11, 2017, to Mark Johnson [Mark.Johnson@ci.ocoe.fl.us](mailto:Mark.Johnson@ci.ocoe.fl.us) and [steph@eventindustrymarketing.com](mailto:steph@eventindustrymarketing.com). Cancellations made after this date will forfeit application fee.
- SET UP & UNLOADING** Set up time will be provided to each vendor with space number(s) assignment and parking information. In order to keep the set up on a timely schedule, vendors must be punctual. Unloading will be limited to fifteen (15) minutes and strictly enforced. Those vendors arriving late will be unable to access their assigned space and will be relocated due to those vendors arriving on time.
- TAKE DOWN** Vendors cannot begin take down until 5:00pm on Saturday.
- QUESTIONS** Please contact Mark Johnson [Mark.Johnson@ci.ocoe.fl.us](mailto:Mark.Johnson@ci.ocoe.fl.us) or Stephanie Prunier [steph@eventindustrymarketing.com](mailto:steph@eventindustrymarketing.com)