

Plant City Food Bank

702 E Alsobrook St #H Plant City, FL 33563

Phone: (813) 764-0625 Fax: (813) 730-1917 Email: Mheysek@ufbpc.org

Empty Bowls Vendor Contract (Please Print)

| | |
|--|---------------|
| Name: | |
| Company Name: | |
| Address: | |
| City/State/Zip: | |
| Email: | Phone Number: |
| Description of Item(s) to be sold: | |
| Electric: No <input type="checkbox"/> Yes <input type="checkbox"/> Electric additional \$10 | |
| 10 x 10 – \$25 per space. Number of spaces needed _____ x \$25. Check or Money Order. | |
| **Please make checks payable to United Food Bank of Plant City. Empty Bowls Vendor in the memo Line** | |
| Payment must be received by October 1st or an additional fee of \$25 will be charged per vendor. | |
| <ul style="list-style-type: none">Signed Contract (returned by email, fax, or USPS) and Payment are due no later than October 1st. Please email all contracts to the Vendor Coordinator Lesli Platt; lesli@tampabay.rr.comVendors can begin setting up between 8:30-9:30am. You will be notified of booth location upon arrival.Due to safety reasons, vendor vehicles must be out of the vendor area by 9:30am and will not be allowed to return to the event area until 2:00pm.See page 2 of this document for a complete list of rules and regulations. | |
| <u>NO REFUND OR CARRYOVERS</u> | |

The undersigned agrees that he/she has read and understood the rules and regulations of the event and will be able to comply with all the rules and regulations described. The undersigned understands noncompliance will result in removal from the premises. _____ (please initial).

The undersigned also agrees to indemnity and holds harmless the United Food Bank of Plant City, The City of Plant City, the building owners and tenants of any/all liabilities.

Authorized Signature: _____ Date: _____

United Food Bank of Plant City Empty Bowls Rules and Regulations

- **All vendors must have their booth and merchandise in their assigned location by 10:00am, ready to do business by 10:30am.**
- Vendors will remain in operation until 2:00pm or until released by a member of the Empty Bowls Committee.
- Event staff will assign vendor locations on day of event.
- **Contract and Payment must be received by October 1st. If payment is received late an additional fee of \$25 will be charged per vendor. Contracts are to be emailed to the Vendor Coordinator, Lesli Platt, lesli@tampabay.rr.com**
- On the day of the event, in case of extreme emergency, if a vendor is unable to attend please advise Lesli, Vendor Coordinator, at (813) 758-1827.
- Normally policy is to limit the number per company to 1 representative, i.e we will only have 1 spot for Lula Roe. We will limit the type of vendor, i.e jewelry, cookware, etc. based on interest. Space is limited and will be allotted on a first come first paid basis.
- Event takes place rain or shine. **NO REFUNDS OR CARRYOVERS.**
- **Vehicles and equipment not used in the sale of merchandise must be removed from the event area by 9:45am.**
- Each vendor is responsible for the cleanliness of his or her area. Trash receptacles and bags are available at the Railroad Tower building. Trash receptacles are the property of the United Food Bank of Plant City and must remain in the vendor area.
- All vendors are expected to respect the rights of each other and the event participants.
- **Any policy changes in the future will be shared in with vendors in writing.**

The Empty Bowls Committee's goal is to sponsor an event that is welcoming, appealing, and beneficial to all involved. The Empty bowls Committee reserves the right to make adjustments in the above policy, as emergency situations require. We welcome all comments and ideas.

Contact:

Lesli Platt, Vendor Coordinator

1306 Oakwood Ln

Plant City, FL 33563

lesli@tampabay.rr.com