

Chocolate Fair Vendor Application

Sunday, February 9, 2014

11:00 am - 3:00 pm

Cape Coral Yacht Club
5819 Driftwood Parkway
Cape Coral, FL 33904
(239) 574-0807



Sponsored by City of Cape Coral Parks & Recreation

The Chocolate Fair special event will be held on **Sunday, February 9 in the Yacht Club Ballroom**. It will feature a variety of chocolates & confections. The Chocolate Fair will be open to the public with an admission fee of \$1/person. Vendor space is \$50 (6% sales tax included) per table and space is limited. Applications are subject to approval. If application is denied, applicant will be notified.

IMPORTANT VENDOR REGULATIONS (PLEASE READ)!

- Florida law requires that all vendors collect sales tax on any items sold. Vendors are responsible to collect sale tax and submit to the Department of Revenue.
- Applications for \$50 per vendor tables are due by January 31, 2014. After this date, \$75 (tax included) per vendor table will be charged.
- Products sold must be **CHOCOLATE RELATED**. You must provide a list of the items that you plan to sell, sample and/or display. Cape Coral Parks & Recreation reserves the right to prohibit the sale of any item for any reason.
- We **REQUIRE** that vendors provide samples at the fair. The purpose of the fair is to both taste & purchase chocolate items.
- Have other chocolate products for sale if desired.
- Please provide one item as a "giveaway". Suggestions include gift certificates, a box of chocolates or gift baskets.
- Vendors are assigned spaces on a first come, first served basis. **PLEASE USE THE ATTACHED DIAGRAM TO REQUEST YOUR DESIRED TABLE LOCATION WITH 1st, 2nd and 3rd CHOICES CLEARLY LABELED.** Every effort will be made to accommodate requests for space, however it is not always possible to do so. Please be prepared to set-up at any location.
- Cape Coral Yacht Club will supply one 8 foot & 2 chairs. You are required to bring you own tablecloth.
- Vendors must check in prior to set-up. Check-in begins at 9:00 AM and all tables must be set-up by 10:30 AM.
- Vendors are required to stay until 3:00 PM. Tables will be removed beginning at 3:15 PM.
- **Cancellation policy: 30 days notice of cancellation is required to receive a refund.**

For more information, please contact Diana Nicol or Brenda Nixon at 574-0807 or dnicol@capecoral.net or bnixon@capecoral.net

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ E-mail: _____

Website: _____

Do you have business license #? Yes No If yes please record _____

Description of chocolate samples (samples are required):

Description of products for sale:

Description of donated item for give-a-way:

Please see reverse

FEES:

\$50 per 8 foot table (6% sales tax included)

Payment type (please circle) CASH CHECK VISA/MC AMEX DISCOVER

Electricity is limited. First come first serve.

OF TABLES _____ x Electricity (optional) _____ x \$50 per table = _____

FULL PAYMENT MUST BE INCLUDED WITH APPLICATION TO BE CONSIDERED!

Please make Checks payable to: CITY OF CAPE CORAL

Drivers License # required for Check Payment: _____ Issuing state: _____

VISA / MC / AMEX / DISCOVER # _____ Exp. date: _____

Three digit security code from back of card _____

Signature (for credit card payments only): _____

Send completed application & payment to:

**Tony Rotino Senior Center
ATTN: Chocolate Fair
5817 Driftwood Parkway
Cape Coral, FL 33904**

or e-mail to: dnicol@capecoral.net or bnixon@capecoral.net

I have read and agree to abide by the vendor regulations for the Chocolate Fair.

Signature: _____ Date: _____

Please indicate your 1st, 2nd and 3rd choices for the location of your table on the diagram provided. Requests for locations will be considered on a first come, first serve basis.