

Date Application Received	Check all that were included	ACCEPTED/ DECLINED
FEES PD: APPLICATION FEE \$ _____ SPACE FEE \$ _____ PHOTOS _____ SASE _____ SPACE ASSIGNED _____		



64 SE 5th Avenue, Delray Beach, FL 33483

50th Annual Delray Affair "FOOD" Exhibitor Application

April 13 - 15, 2012

Nancy Stewart-Franczak

561-278-0424

WWW.DELRAYAFFAIR.COM

PLEASE READ INSTRUCTIONS AND RULES OF PARTICIPATION BEFORE APPLYING!

PLEASE PRINT OR TYPE - Vendors submitting incomplete applications will NOT be eligible for consideration.

Food Exhibitor (s) Full Name (Last, First)	Cell Phone
Business Name (If Applicable)	Home Telephone
Primary Address	
City, State, Zip	
Valid E-mail Address (REQUIRED)	

Please provide a complete menu and price list of all items you wish to sell below, or attach separately. We endeavor to avoid duplication of food items in the show, therefore, not all menu items may be acceptable. Items not disclosed on the application may not be sold.
Menu and Prices:

_____ _____ _____ _____

Please attach a photo of your booth set-up. If you do not have one, use this space to describe your booth. Please note, vending out of trailers is allowed only with prior consent of the Delray Affair.

_____ _____ _____
Facebook Link (REQUIRED) _____

Booth Preference Location
 NO PREFERENCE RETURNING EXHIBITOR (_____ # years) SAME BOOTH LOCATION/# BOOTH #

SPECIAL REQUEST: _____

SUBMISSION OF THIS APPLICATION, VALID FOR THE CURRENT SHOW YEAR ONLY, SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF, AND AGREEMENT TO ABIDE BY THE RULES OF PARTICIPATION AND GENERAL POLICIES OF THE DELRAY AFFAIR IF INVITED TO PARTICIPATE.

Signature _____ Date _____

DELRAY AFFAIR RULES and INSTRUCTIONS FOR PARTICIPATION

Please read carefully before submitting an application. If you are unable to meet our criteria, please do not apply. This event is possible thanks to the courtesy of the City of Delray Beach & its merchants. Exhibitors are asked to cooperate with Event Officials, who can be identified with their pink shirts. Information booths are conveniently located throughout the event.

RULES OF PARTICIPATION:

1. Incomplete Applications will not be processed and will be returned to sender. **Mail completed application, 3 photos of your work in process and one photo of your display, plus \$35.00 processing fee, the appropriate Space Fee and a #10 self addressed stamped envelope.**
2. The application fee is deposited upon receipt and is NON-REFUNDABLE. Space fees are deposited upon acceptance.
3. **Dates for your calendar:**
 - Oct 1** - Application Available (first mailing)
 - Dec 31** - Deadline for Applications (*After deadline, dates no longer apply. Late applications will be put on a "Wait List".*)
 - Feb 15** - Confirmation of Acceptance
 - Mar 15** - Packages Mailed to Exhibitors
4. Cancellation Fee of \$50. No refunds after March 13, 2012.
5. All menu items must be approved by the Delray Affair. You will be asked to remove any unapproved product. If the Delray Affair accepts sponsorship from a food or beverage vendor, all Food Vendors must adhere to any contractual agreements of the sponsorship with regard to product sales.
6. You must obtain all permits and licenses required by the City of Delray Beach, Palm Beach County and the State of Florida.
7. Proof of Insurance listing the Greater Delray Beach Chamber of Commerce and Festival Management Group must be received in order to register for the Delray Affair.
8. Animals are prohibited from the event.
9. Booth placement is carefully chosen by the committee. Categories do not indicate space locations. No changes in booth location permitted after the event begins.
10. Exhibitors may not share booth space unless they have submitted a joint application and have been accepted as such, nor may they sublet or apportion space to anyone else. Artists may only exhibit work in the category in which they applied. Items misrepresenting works presented at time of application, are subject to immediate dismissal from the show. Artists must display their own work.
11. Booth structure and displays must not exceed limits of assigned space. Construction of booth & displays must be appropriate and be able to withstand inclement weather and crowd activity.
12. Cartons or boxes must be kept out of view. Exhibitors are responsible for keeping booth space clean, safe & secure. Exhibits and materials contained within the assigned booth space and cannot be extended.
13. You must display appropriate conduct. The committee reserves the right to remove or prohibit anything which is deemed not suitable, including persons, conduct, material and other items. No selling or soliciting outside of booth space.
14. Break down of booths must be completed and removed by 8:00 PM on Sunday. Any materials left behind will be confiscated.
15. Artists **MUST** be present and have booth open for business during all hours of the 3-day event.
16. Electrical service from any public source is strictly prohibited. Quiet generators are permitted by petitioning the committee for special permission in advance. Power cords must be taped down.
17. No food products may be sold by artists or business exhibitors.
18. Exhibitors will cause no noise which can be heard beyond the perimeters of their own exhibitor space. This noise includes but is not limited to music (recorded or live demonstrations) or motivational tapes. Hawking of items is prohibited.
19. Transactions, including collection of Florida Sales Tax are the responsibility of the participant.
20. Parking is available in municipal parking garages for \$5 per day. RV's, trailers, etc. can park on a first-come first-serve basis in municipal lot allocated (city signage to direct to location). No vans, automobiles or self-propelled vehicles may be used in adjacent to display area.
21. Participation is required all three days/all hours of event. Exhibitors who break down displays or depart before close of show each day will not be allowed to return to future shows.

A MONITORING COMMITTEE CONTINUALLY ENFORCES THE RULES OF THE DELRAY AFFAIR TO ENSURE THAT ALL WORK SHOWN IS IN COMPLIANCE WITH THESE GUIDELINES. VIOLATION OF THE RULES WILL RESULT IN IMMEDIATE EJECTION FROM THE DELRAY AFFAIR WITH NO REFUND (WE'RE NOT KIDDING). THIS ACTION WILL RESULT IN THE BANNING FROM FUTURE PARTICIPATION.

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