



Fall Arts & Crafts Festival
Saturday, November 5, 2022

VENDOR APPLICATION/RELEASE OF LIABILITY FORM

NAME OF APPLICANT: _____

COMPANY NAME : _____

ADDRESS: _____

PHONE # _____

EMAIL: _____

SPECIAL REQUESTS: _____

WHERE DID YOU HEAR ABOUT US: _____

HAVE YOU PARTICIPATED IN THIS EVENT BEFORE? YES or NO

CATEGORIES:

Ceramics	_____	Jewelry	_____
Clothing	_____	Mixed Craft	_____
Holiday	_____	Wood Craft	_____
Flowers	_____	Glass	_____
Plants	_____	*Edible (Food)	_____
Other	_____		

The Applicant hereby waives, releases, indemnifies and holds harmless Country Walk Master Association, Inc. ("Association") and its directors, officers, owners, residents, invitees, agents, and employees ("Indemnified Parties") from and against all claims, damages, losses and expenses, including attorney's fees, at both the trial and appellate level, arising out of or resulting from the Applicant's participation at the **Fall Arts and Crafts Festival to be held on Saturday, November 5, 2022.** This release and obligation to indemnify shall extend to all claims and damages, including, but not limited to, consequential damages, losses and expenses attributable to damages to property, death, bodily injury of any nature whatsoever arising out of or resulting from Applicant's participation at the Fall Arts and Crafts Festival. This release and indemnification shall extend even to those situations where any claims for damages and injuries may be caused in whole or in part by any negligent act or omission of the Indemnified Parties.

THE UNDERSIGNED further acknowledges that there will be no refunds for **BAD WEATHER** or for **ACTS OF GOD** and that the event will not be rescheduled under such circumstances.

NAME OF APPLICANT _____

SIGNATURE _____

PLEASE INITIAL PAGES 2, 3, 4 and 5 OF PACKET.

(Page 1 of 5)



Fall Arts & Crafts Festival Rules & Regulations

Saturday, November 5, 2022

10:00 a.m. – 5:00 p.m.

PLEASE INITIAL FRONT AND BACK OF THIS PAGE

Application Procedure:

1. All applicants must submit a photo of their merchandise along with a Release of Liability Form and a \$50.00 entry fee. All applications should be sent as early as possible as space is limited and allocated on a first come first serve basis.
2. Make checks/money orders payable to: **Country Walk Master Association Inc.** Please do not send cash. **Your deposited check is confirmation of your space and serves as your receipt.**
3. Mail payment, completed application, sample photo of your item(s), menu (if applicable) and insurance documents (insurance requirements only apply to vendors with edible items; please see page 4 for requirements) to the following:
Country Walk Master Association Inc.
Attn: Julie Carpintero
14601 Country Walk Drive
Miami, FL 33186
4. No space can be reserved without a signed application, photo(s), menu (if applicable), insurance documents (if applicable) and the paid entry fee of \$50.00.
5. An accepted application is a commitment to show and no refund will be made for cancellation under any circumstances.
6. We reserve the right to place any artist in a space of our choosing.
7. No substitution of Artists will be allowed. Only the Applicant can occupy the space applied for.

Location & Set Up:

1. The festival will be held around the lake in the Country Walk community located at 14601 Country Walk Drive, Miami, Florida 33186. Set up begins at 6:30a.m. All booths must be set up and vehicles removed from the area no later than 9:15 a.m.

_____ **Applicants Initials** (Please see next page and initial where noted →)

Location & Set Up Continued:

2. An information booth will be set up at 6:30 a.m. the day of the festival. All artists/vendors must check in at the Association's Clubhouse to receive their map, space number and parking pass prior to setting up their booth. The Association's Clubhouse is located at 14601 Country Walk Drive, Miami, FL 33186.
3. The \$50.00 fee grants the exhibitor a display area of 12x12. All artists are required to provide their own tables, tents, chairs, etc. and to set up in an attractive manner. We recommend that you come prepared with weather proof tarps to cover your merchandise in case of inclement weather. **TENTS ARE REQUIRED FOR EACH SPACE.** Tent requirement and 12x12 space allotment does not apply to food trucks.

Regulations:

1. All exhibited works must be presented in suitable form for public display. The Association reserves the right to accept products or companies that we feel will add variety and interest as well as complement our other vendors in order to maintain a quality event. The Association reserves the right to refuse works that are unsuitable in the Association's sole discretion.
2. Your "Vendor Parking" card must be displayed on the windshield of your vehicle and should remain on your vehicle throughout the day.
3. A commitment to participate in the festival is a commitment to remain until the festival ends at 5:00p.m. Under no circumstances will vehicles be allowed in the artists' area before 5:00p.m. rain or shine.
4. Your signature on the Application and Release of Liability Form is your commitment to abide by the regulations of the Country Walk Fall Arts and Crafts Festival.
5. *Any vendors selling food/produce/edible products must inquire as to whether insurance will be required. Please see page 4 for all food vendor requirements and direct all inquiries to the event coordinator listed below if you are unsure as to whether these requirements apply to you.
6. If you have any further questions or concerns regarding the rules and regulations of this event including, please feel free to contact Julie Carpintero at the following:
cwrecmgr@countrywalkhoa.org
305-238-9336 Ext.103

_____ **Applicants Initials**



Fall Arts & Crafts Festival Rules & Regulations

Saturday, November 5, 2022

10:00 a.m. – 5:00 p.m.

PLEASE INITIAL FRONT AND BACK OF THIS PAGE

FOOD VENDOR REQUIREMENTS/INFORMATION

Application Procedure for Vendors with food/edible items:

1. All applicants must submit a signed Application/Release of Liability Form (see pages 1-3).
2. All applicants must submit a sample menu showing items that will be sold on the day of the event.
3. All applicants must submit the necessary insurance documents; please see below:
 - A. Certificate of General Liability- Required limits are as follows:
1,000,000 Occurrence / 2,000,000 Aggregate
 - B. Certificate of Commercial Auto Insurance (Food trucks only):
CSL 500,000 or 1,000,000; and Hired & Non-Owned Auto Included
 - C. Certificate of Workers Compensation or Workers Compensation Exemption:
Workers Comp Limits should be Statutory at 1/5/1 Limits for Employers Liability.
Exemptions can be filed with the Department of Financial Services of Florida.
Exemptions are typically good for 3 years. To apply for a workers compensation certificate go to:
<https://www.myfloridacfo.com/division/wc/Employer/Exemptions/non-construction.htm>
4. General liability certificates and commercial auto certificates must:
 - Name the Association (see full legal name and address listed below) as a certificate holder as well as additionally insured.
**Country Walk Master Association Inc.
14601 Country Walk Drive
Miami, FL 33186**
 - Include a Waiver of Subrogation.
 - Vendor must submit to the Association the additional insured endorsement and waiver of subrogation forms.
 - State that the Vendor Holds Harmless Country Walk Master Association, Inc.

_____ Applicants Initials (Please see next page and initial where noted →)

5. No space can be reserved without a signed application/release of liability form (pages 1-3), full payment, sample menu and required insurance documents (see #3 above).

_____ **Applicants Initials**

(Page 5 of 5)