



Dear Pelican Drop Vendor,

Thank you for being a part of this great annual celebration in Downtown Pensacola! Pensacola's Pelican Drop Producers would like to thank you for donating your time and activities to help make the 2017 Pensacola Pelican Drop Family Area a great event.

The PDP will be hosting the 2017 Pensacola Pelican Drop on December 31, 2016. We hope you will be a part of this fabulous celebration for 2017. The past years of this event have had an impressive turnout, up to an estimate of thousands of revelers. We look forward to having another amazing New Year's Celebration for Downtown Pensacola.

Thank you again for participating in the celebration please fill out the attached Vendor Application and send it in. Please read it carefully as some things may have changed from last year's celebration.

Hope to see you at the 2017 Pensacola Pelican Drop!
Pelican Drop Producers, as agent for the

Gallery Night Pensacola, Inc.

Thank you once again for your service to our community!

Vendor Information Guide

SIGN AND DATE THIS FORM AND SUBMIT IT WITH YOUR APPLICATION

1. The Pensacola Drop Producers owns the 2017 Pelican Drop. Gallery Night Pensacola, Inc. (GNPI) has contracted with the PDP for the development, promotion, implementation and execution of the 2017 Pelican Drop. All decisions made by GNPI are final.
2. Applications **MUST** be completed in full and accompanied with vendor fee. Applications must be received by December 15, 2016
 - a. Include one (1) signed copy of the Vendor Application and Agreement
 - b. Include a description of your setup and activity you will be providing
 - c. Attach a copy of your liability insurance
3. Unless otherwise agreed upon your tent space is for a 10x10 tent and it must be 10x10 in good condition and you must use weights as no stakes are allowed.
4. Vendor set up time is 3:00 pm, December 31, 2016. VENDOR must be set up and ready to vend by 6:00p.m. NO vehicle will be allowed on the street for set up after 2:00 p.m. The celebration will start at 3:00 p.m. YOU CAN NOT KEEP YOUR VEHICLE NEXT TO YOUR SITE. THERE ARE NO EXCEPTIONS. Special parking may exist for service vehicles with special pass.
5. All vehicle parking is outside the celebration area. No vehicle is allowed to stay in the vending area.
6. Each vendor assumes all liability for all actions and activities occurring in the vendor's area and hold the GNPI and/or The City of Pensacola and the Pelican Drop Producers harmless for all vendor sales, accidents, thefts, fires, damages and any other non-designated liabilities.
7. Each vendor must have liability insurance and agree to be responsible for liability within their booth/trailer/cart, serving area or immediate area around their booth/trailer/cart. The Pelican Drop Producers and Gallery Night Pensacola, Inc. **must** be named as additional insures on the policy. The GNPI assigns vendor sites. Every effort will be made to accommodate each vendor's special needs. (See Rule #1)
8. **There likely will be NO Electricity or Water available. Each vendor will be responsible for their own water and electricity, unless otherwise agreed upon with Gallery Night Pensacola, Inc. (Electrical may be available at the time of vendor set up, but will not be guaranteed).**
9. You, your staff, and your booth must remain neat, clean, and kept in an orderly fashion. One vendor is allowed per space. Exhibits and displays must be contained within your booth space. Conduct and displays must be appropriate. No garbage/boxes, etc. may be in view. All boxes must be broken down before discarding.
10. No handmade signs are allowed. If you are using tables, make sure they are properly covered.
11. The GNPI, PDP or the City of Pensacola will not be liable for any losses or damages of any kind that occur at your booth/space.
12. No pet of any kind is allowed in your booth during the celebration. No bikes, skates, skateboards, scooters, etc are allowed.
13. You are participating in the 2017 Pelican Drop at your own risk.
14. See Rule #1

APPLICATION CHECKLIST:

- Completed vendor application including signed Vendor Rules and Regulations
- Description of setup and activity you will be providing
- Photos of your booth/merchandise/cart
- A copy of your Liability Insurance with the PDP and GNPI named as additional insured.

I would like to participate in the 2017 Pensacola Pelican Drop on December 31, 2016. I agree to abide by all of GNPI's rules and regulations. I understand this contract will be legally binding between two parties once the application has been accepted. Vendors should insure their own exhibit and display materials. Gallery Night Pensacola, Inc., Pensacola's Pelican Drop Producers and the City of Pensacola does not and will not assume liability for theft, injury, not any other accident that may occur during the Pelican Drop to visitors or vendors.

Vendor's Signature: _____ Date: _____

Vendor's Printed Name: _____ Title: _____

Please send application including all supporting documents to by email, buck@rosies.com or by mail:

Pelican Drop Vendor
Pensacola, Florida 32591-3694
Deadline for Applications December 15, 2017

Contact:

Buck Mitchell

850-232-9400 (cell)

buck@rosies.com

www.pensacolapelicanandrop.com

2017 Vendor Application and Agreement

Return this copy with your payment

Name of Business: _____
(PLEASE PRINT)

Address: _____

City/State/Zip: _____

Owner/Manager: _____

Phone: (Work) _____ (Cell) _____ (Home) _____

Email: _____

Type of Vendor: (All vendors will remain open during the entire hours of the celebration)

_____ Food Vendor

Please Circle your structure type: Push Cart* Food Truck* and/or 10x10 Tent*
MENU: (please use attach form) \$250 \$400 \$400

_____ Non Food related Vendor

Please Circle your structure type: Push Cart* Food Truck* and/or 10x10 Tent*
Merchandise: (please use attach form) \$250 \$400 \$400

Set up Length: _____ Set up Width: _____ (Please provide measurements in feet)*

***The length and width above must include the total length and width of all Trucks, trailers and tents utilized. Please make certain to include the trailer tongue in your measurements.**

BOOTH REQUIREMENTS: Booth fee is for a 10'x10' space and cart fee is for a 6'x 6' space only. Vendor must supply approved tent, lights, tables, and chairs.

I have read, understood, and accepted all the vendor information and regulations regarding my application to be considered to be part of the 2017 Pensacola Pelican Drop.

Signature: _____ Date: _____

