

**Participation Guidelines associated with  
any and all involvement in the  
City of Florence Fourth of July Festival and Water Parade  
on July 3-4, 2020**

**BOOTHS:**

The booth spaces are 10' x 10'. You have the option of purchasing more than one space if you require more room to display your wares; however, these booths are set side by side only.

As this is an outdoor event, we strongly recommend that you make allowances for all types of weather. You will need to have weights for your tents and displays as wind is always an issue.

We provide the space only; you must provide the materials and the personnel that you require for your booth.

**NO REFUNDS** will be possible after June 5, 2020.  
**NO REFUNDS** will be issued due to acts of nature.

**SET UP TIMES:**

**PLEASE REPORT TO THE INFORMATION BOOTH NEXT TO THE BEER TENT FOR CHECK IN!**

Early Set up will be July 2nd from 4-8 pm only!

If you do not set up early, then set up will begin at 6 am on the morning of your participation in our event. All booths must be open one hour prior to the event for Fire Inspection. This is an outdoor event please be prepared for all types of weather! Please ensure you have weights for your tent and display racks.

You will not be able to set up after these times due to safety issues within the craft zone areas.

Exceptions may be made in cases of emergency.

**HOURS OF OPERATION:**

All booths must be open for business from 9:00 am until 5:00 pm.

All vendors have the option of staying open longer with permission from the committee.

Tear Down will not take place until 5:00 pm. Please be courteous in this as early teardown effects everyone.

**THERE WILL BE A FENCE IN PLACE AROUND THE PARK.** Please come prepared to move your wares around the fence as it will not be taken down. Thank you.

**BOOTH SECURITY:**

The festival is NOT responsible for loss or damage. You should ensure that your wares are Always secured. Because this is an outdoor event please ensure you have precautions in place for wind, rain, heat, etc. Booths can be left set up overnight as there will be LIMITED patrols on a regular basis. However, make sure your merchandise is secured and that your canopy(s) have been lowered over your merchandise as the festival is NOT responsible for lost or damaged merchandise. If merchandise is left behind it will be available to pick up at City Hall for 2 weeks after the event; after that time, it will be donated.

**RETURN CHECK POLICY:**

The City of Florence and the Fourth of July Festival and Water Parade Committee reserves the right to reject any applicant for a returned check. A \$25.00 fee will be charged for each returned check and you will not be allowed to participate at any future City of Florence events.

**FIRE DEPARTMENT REGULATIONS:**

**FIRE DEPARTMENT RULES AND REGULATION ARE ATTACHED TO THIS EMAIL PLEASE RE-READ THEM!**

**SALES TAX:**

Sale tax is the sole responsibility of the vendor. You will be given a Sales Report. It MUST be turned in prior to leaving.

**PARKING:**

You may park around Pioneer Park providing you are not blocking residents, alleys or fire lanes; parking on sidewalks are prohibited! You cannot park on the grass or the park walkways unless designated by committee placement! You will need ground guides to assist within the parking areas of the park. There will be a fence in place around the park; please come prepared to bring your wares in around the fencing. **DO NOT TAKE DOWN THE FENCE.**

**EVENT COURTESY:**

**Please be courteous to everyone. Stay within your booth space(s); do not encroach on others.**

**Aggressive behavior WILL NOT BE TOLERATED. If aggressive behavior is reported, You will be asked to leave the event immediately. No refunds will be given if you are asked to leave and you will not be allowed back for any reason to any event sponsored by the City of Florence.**

**We look forward to having each of you with us again this year.  
Thank you in advance for making it a great success!!**

**Aubrey Lucero  
Florence 4th of July Festival**