

VENDOR APPLICATION

Live Music • Camping • Community on Florida's Nature Coast

EVENT INFORMATION

Venue: Crossroads Lodge, Inglis, Florida | Event date(s): _____ | Vendor application deadline: _____

1. BUSINESS & CONTACT INFORMATION

Business / Booth Name

Primary Contact

Mailing Address

City / State / ZIP

Phone

_____ Alternate:

Email

Website / Social Media

2. VENDOR CATEGORY

Check all that apply.

☐ Food / Beverage

☐ Retail Merchandise

☐ Arts / Crafts

☐ Service / Information Booth

☐ Nonprofit / Community Organization

☐ Sponsor Activation

☐ Other: _____

3. PRODUCTS OR SERVICES OFFERED

Provide a clear description of everything you plan to sell, serve, display, or distribute. Items not disclosed may be prohibited on-site.

4. BOOTH & UTILITY REQUIREMENTS

Requested Space

☐ 10 ft x 10 ft ☐ 10 ft x 20 ft ☐ Food truck / trailer ☐ Other:

Setup Type

☐ Tent ☐ Trailer ☐ Food truck ☐ Table display ☐ Other:

Power Plan

☐ No power needed ☐ Vendor-supplied generator

Generator type / rating: _____

Water Plan

☐ No water needed ☐ Vendor will bring required potable / service water

Storage capacity / method:

Vehicle / Trailer Size

Length: _____ Width: _____ Height: _____

Generator Details

Fuel type: _____ Wattage: _____ Noise rating (if known): _____

IMPORTANT

The venue does not provide electrical power or water service to vendors. All vendors must be fully self-contained and supply all power, potable water, service water, storage tanks, hoses, cords, adapters, fuel, and specialized equipment needed for their operation. Generators are permitted, provided they are safely installed, properly ventilated, secured from public access, and operated in compliance with event and fire-safety requirements. Vendor placement and overnight vehicle access are not guaranteed unless approved in writing.

5. FOOD & BEVERAGE VENDORS

Complete this section only if preparing, serving, sampling, or selling food or beverages.

Menu Attached

☐ Yes ☐ No Average price range: \$_____ to \$_____

Permit / License

Agency: _____ Permit no.: _____

Food Safety Manager

Name: _____ Certification expires: _____

Cooking Method

☐ No cooking ☐ Electric ☐ Propane ☐ Charcoal ☐

Other: _____

Grease / Wastewater Plan

Handwashing Station

☐ Vendor-supplied self-contained station ☐ Not applicable

Required attachments for food vendors: proposed menu with prices, current licenses/permits, insurance certificate, and photographs of the food truck, trailer, or booth setup.

6. STAFFING & ON-SITE CONTACT

On-Site Manager

Mobile Phone During Event

Estimated Staff Count

_____ Staff / vehicle passes requested:

Arrival / Setup Needs

7. VENDOR FEES & PAYMENT

Premium vendor spots are \$75 each. Non-premium vendor spots are \$50 each. Spot classification and placement are subject to availability and RGSR Events' written approval.

Premium Vendor Spot

\$75 vendor fee ☐ Requested ☐ Assigned

Non-Premium Vendor Spot

\$50 vendor fee ☐ Requested ☐ Assigned

Total Vendor Fee Due

\$_____ Due date: _____

Payment Method

☐ Check ☐ Card / online invoice ☐ Cash ☐ Other:

PAYMENT POLICY

Submission of this application does not guarantee acceptance. Do not send payment unless instructed. Once accepted, fees are nonrefundable unless RGSR Events cancels the event or provides different terms in writing.

8. MARKETING & PARTNERSHIP OPPORTUNITIES

- ☐ I am interested in providing an attendee giveaway or prize.
- ☐ I am interested in a customized sponsorship or community-partner opportunity.
- ☐ I can provide event-related content, demonstrations, or interactive activities.
- ☐ I give RGSR Events permission to share my business name, logo, photos, menu, and social links for event promotion.

Promotional Offer / Activation

9. REQUIRED ATTACHMENTS

- ☐ Business logo (high-resolution PNG, JPG, PDF, or vector file)

- ☐ Current booth, trailer, truck, products, or display photographs
- ☐ Certificate of insurance, if required
- ☐ Applicable state, county, and local licenses or permits
- ☐ Food menu and pricing, if applicable
- ☐ Sales tax certificate or other documentation, if applicable

10. VENDOR STANDARDS & EVENT POLICIES

POLICY	VENDOR RESPONSIBILITY
Acceptance	RGSR Events may approve, decline, limit, or relocate vendors to protect the event experience, product mix, safety, and operational needs. Acceptance is not final until confirmed in writing.
Products & Pricing	Only approved products, services, menus, and promotional materials may be offered. Vendors are responsible for clearly displaying prices and complying with all consumer, tax, and licensing requirements.
Professional Appearance	Booths must remain clean, attractive, safe, staffed, and open during assigned operating hours. Handwritten or improvised signage should be avoided unless professionally presented.
Tent & Weather Safety	All tents and canopies must be securely weighted. Stakes may be restricted. Vendors must prepare for wind, rain, heat, and other outdoor conditions. RGSR Events may require unsafe equipment to be removed.
Fire & Cooking Safety	Cooking vendors must carry appropriate fire extinguishers and comply with fire-code requirements. Propane cylinders, grills, hot surfaces, and electrical equipment must be secured and operated safely.
Waste & Environmental Care	Vendors must keep their area clean, break down cardboard, dispose of waste in designated locations, and properly contain grease and wastewater. Dumping on the ground or into storm drains is prohibited.
Alcohol, Tobacco & Restricted Items	No alcohol, tobacco, vaping products, weapons, controlled substances, counterfeit goods, or other restricted products may be sold or distributed without prior written authorization and all legally required permits.
Insurance & Liability	Vendors are responsible for their own property, staff, vehicles, equipment, products, and operations. RGSR Events may require general liability, product liability, auto, or workers' compensation coverage and additional-insured status.
Conduct	Vendors and staff must treat attendees, volunteers, artists, venue personnel, neighboring vendors, and community partners respectfully. Harassment, intoxication, unsafe conduct, or disruptive behavior may result in removal without refund.
Setup, Parking & Teardown	Vendors must follow assigned arrival windows, traffic routes, parking instructions, and teardown times. Vehicles may not enter public areas while attendees are present unless authorized by event operations.
Security & Overnight Storage	Vendors are responsible for securing their booths and property. RGSR Events and the venue are not responsible for loss, theft, weather damage, or unattended equipment.
Event Changes	Schedules, layouts, attendance, entertainment, weather plans, and operating procedures may change. Vendors agree to follow updated instructions from authorized event management.

11. APPLICANT ACKNOWLEDGMENT & AGREEMENT

By signing below, I certify that the information in this application is accurate and complete. I understand that submitting this application does not guarantee acceptance or a specific location. If accepted, I agree to comply with all RGSR Events, venue, health, fire, licensing, insurance, traffic, safety, and operational requirements, including instructions issued before or during the event.

I understand that I am an independent vendor and not an employee, agent, or representative of RGSR Events or the venue. I accept responsibility for my business operations, personnel, products, equipment, taxes, permits, insurance, and customer transactions. To the fullest extent permitted by law, I agree to indemnify and hold harmless RGSR Events, its officers, volunteers, contractors, sponsors, venue partners, and property owners from claims arising from my participation, except where prohibited by law.

I authorize RGSR Events to use approved photographs, video, business information, logos, and event-related images of my booth or team for event promotion without additional compensation. I understand that final terms may be documented in a separate vendor agreement or acceptance notice.

- ☐ I have read and agree to the Vendor Standards & Event Policies.
- ☐ I understand that acceptance and placement are determined by RGSR Events.
- ☐ I have attached the required licenses, permits, insurance, menu, and photographs applicable to my business.

Authorized Name

Title / Role

Signature

_____ Date:

Business Name

12. SUBMISSION

RETURN THE COMPLETED APPLICATION

Email to: _____

Mail / delivery address: _____

Questions: _____ Phone: _____

FOR RGSR EVENTS USE ONLY

Status / Placement

☐ Approved ☐ Conditional ☐ Waitlisted ☐ Declined
Area / booth:

People come for the music. They stay for the community. They return because it felt like home.