

Below are the instructions for your set-up at Central Florida's BBQ Blowout.

**PLEASE READ THESE CAREFULLY!**

**Hours for BBQ 11 am - 9 pm**

If you are not the person manning your booth, please forward to the appropriate person. All the information you will need is in this email which includes:

1. Address
2. Instructions on check in/set up/breakdown
3. Rules and regulations

Address: The address for the Oviedo Center Lake Park is 299 Center Lake Ln., Oviedo 32765.

Check in: We will have volunteers checking in vendors as you enter the event area. They will be there to help you find your space. If you found your space on your own, please just inform one of them that you are here so we can check you off our list. Restaurant vendors must bring their license.

Set up: You are able to set up on Saturday, May 26 between 8 am - 10:30 am. REMEMBER THAT A LOT OF VENDORS WILL BE TRYING TO SET UP SO PLEASE DON'T WAIT UNTIL LAST MINUTE. Each vendor will have a designated parking space. This is provided on the west end of the event to help with the flow of traffic through the vendor area. All vehicles must be out of the event area by 10:30 am and the police will be enforcing this. We appreciate your cooperation on this. A reminder that all booths include one power outlet. Please bring an extension cord. The event runs into the evening and vendors will be responsible for bringing their own lighting. (LED lights recommended)

Break down: Do not drive your vehicle in the event area before 9 pm. There are a lot of pedestrians in the event area and we want SAFETY FIRST. This is about safety. Booths must be completely dismantled and removed by 10:30 pm on Saturday, May 26th. Any exhibit or part of an exhibit left in the exhibit area after 10:30 pm will be removed and at the cost of the booth exhibitor. Any person(s) used to remove such material will assume no responsibility for loss or damage.

Everyone has agreed to the following rules and regulations:

## RULES AND REGULATIONS

The undersigned hereby releases and forever discharges, and holds harmless the Oviedo–Winter Springs Regional Chamber of Commerce, the City of Oviedo, Helpful Hands Inc. any of their agents of and from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while participating in any manner in the Central Florida’s BBQ Blowout and hereby consents to the enforcement of the rules and regulations as set down in the accompanying documentation. I also release the Oviedo-Winter Springs Regional Chamber of Commerce, the City of Oviedo, Helpful Hands Inc. from all liability for any injuries and/or illnesses that may directly or indirectly result from my conduct or from the negligence of other participants in the event, and/or from the negligence of the premises owner or the negligence of the sponsors of the event, including its affiliates, agents, volunteers and employees. I and my team also acknowledge full and sole responsibility for any and all medical expenses that we may incur as a result of any injury and/or illness related to our participation in the event. I understand and agree that this Waiver and Release is binding upon my team members and myself. Further, I hereby grant full permission to the event organizers and/or other agents authorized by them to use photos, videos, recordings, or other records of this event for legitimate reasons.

These terms and conditions apply between "the Business" (Oviedo-Winter Springs Regional Chamber of Commerce, the City of Oviedo, Helpful Hands Inc.) and those persons registering for and participating in the Businesses' events ("Customer").

Further, I hereby grant full permission to the event organizers and/or other agents authorized by them to use photos, videos, recordings, or other records of this event for legitimate reasons.

No selling or giving away water, soda or alcohol.

No refunds. All sales are final. Event happens rain or shine.

**APPLICATION FEE:** To qualify for the membership rate, applicant must be a Chamber Member (dues are paid to date) on the day of the event, May 26, 2018. If applicant is a current member but that membership lapses before May 26, 2018, the applicant will have to pay the additional application fee before the day of the event, in order to exhibit. The fee must be paid in full on-line to complete your order. **DEADLINE FOR APPLICATION IS May 19, 2018.** There will be NO refunds for any reason, including inclement weather.

**ENTERTAINMENT AT EXHIBIT:** All entertainment that you would like to have at your exhibits (i.e. Characters in costume, face painter, photographer, snow cone machine, fire dancers) must be approved of by the Committee. The Committee reserves the right to decline or prohibit entertainment for any reason.

**CHARACTER OF EXHIBIT:** All exhibits are at the discretion of the Committee. The Committee reserves the right to decline or prohibit any exhibit or exhibitor that, in the Committee's opinion, is not suitable for the event. This clause includes conduct, printed material, souvenirs, catalogs, artwork and all other things, that in the opinion of the Committee affect the character of this event.

**NON-EXCLUSIVITY:** All exhibitors, once accepted by the Committee, are aware that there will be NO exclusivity as to the nature, type or kind of displays. Because of this, the Chamber retains the right to modify the booth arrangement to evenly space out similar businesses. Exclusivity may be applied as it pertains to certain sponsorships.

**BOTH SPACE/SIZE:** Each booth space will be clearly marked. Exhibitors may not extend their booth space beyond the area assigned; all spaces are standard 10'x10'. All exhibitors will be responsible for their own setup and breakdown, and for all items necessary for display. Booth sharing is not allowed. You are responsible for bringing weights for your booth as the area can get windy. Any damage in the event area that results from your tent/materials will be your responsibility.

**ARTS AND CRAFTS:** All Arts and Crafts must be made/crafted by the exhibitor. We do not allow resale items.

**COMBUSTIBLE FUELS:** There will be no combustible fuels or open flame equipment allowed in the display area unless prior written permission is received from the Committee. NO generators of any type will be allowed. Power is available for all spaces.

**PARKING:** Exhibitor parking will be spaces outside the exhibit area at Oviedo Center Lake Park. Each vendor is given **one** space near the event area. All exhibitors agree to comply with traffic flow rules that are in place during setup and breakdown times. On the day of the event, exhibitor vehicles are **NOT ALLOWED** in the exhibit area between 10:30 am and the end of the event. Oviedo police determine when it is safe for vehicles to re-enter the exhibit area. Violators of this rule may be banned from future festivals.

**DECORATIONS, SIGNS, FURNITURE, ETC:** Exhibitors may equip their space with furniture, potted plants, flowers and other special effects as long as they do not obstruct the general view of any other exhibit. Exhibitors are prohibited from obstructing pathways marked for emergency vehicles and carts that are used by officials of the event. All items must be kept within the boundaries of the exhibitor's 10'x10' space unless otherwise approved by the Committee.

**EXCESSIVE NOISE/DEMONSTRATIONS:** Musical instruments, stereos, radios, machines, sound systems and televisions may be operated under the following regulations: (1) Volume of all above-mentioned equipment must be kept to a minimum. (2) Exhibitors are not allowed to use loud speakers or amplifiers of any kind in their booths without written permission of the Committee.

**SOLICITATION:** All solicitation, petitioning or drawing for prizes must be done from within the exhibitor's booth. Exhibitors are **NOT ALLOWED** to walk with items or literature. If this occurs, the exhibitor will be asked to cease and if a second occurrence is noted, the exhibitor will be expelled from the event.

**LIVE ANIMALS ARE NOT PERMITTED IN ANY EXHIBIT:** They are specifically excluded from our insurance coverage and may not be brought to the event. Only service animals are permitted.

**EXPULSION:** The Committee reserves the right to expel any exhibitor who refuses to comply with the above-mentioned Rules and Regulations. Such exhibitors will forfeit all fees