

EVENT INSURANCE GUIDELINES

Participant is Independent Organization

Participant acknowledges that it is a separate entity from the organizer of the Wellington Family AutoFest (WFA); to wit: the Rotary Club of Wellington and Participant shall not represent itself to be an agent or employee of The Rotary Club of Wellington Foundation, the Rotary Club of Wellington, or the Village of Wellington. Participant has sole control over, and responsibility for, the acts and omissions of its members, servants, volunteers, employees, agents, representatives, and contractors.

Indemnity

All Participants shall save, keep harmless and defend The Rotary Club of Wellington Foundation, and the Rotary Club of Wellington against any and all liability for claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property, occurring in connection with or in any way incident to or arising out of the participation in the Wellington Family AutoFest resulting in whole or in part from the negligent or intentional acts or omissions of the Participant its officers, employees, agents, servants, volunteers, subcontractors or representatives.

Insurance

A Certificate of Insurance indicating The Rotary Club of Wellington Foundation, the Rotary Club of Wellington and the Village of Wellington as additional insured must be returned to Rotary Club of Wellington no later than one month prior to the event. This certificate must show insurance in effect for the following: Comprehensive General Liability coverage with bodily injury and property damage combined single limit of no less than \$1,000,000 each occurrence/\$1,000,000 general aggregate/\$1,000,000 products completed operations aggregate.

Exhibit trucks must prove automobile coverage.

Certificate holder and additional insured should read:

The Rotary Club of Wellington Foundation
PO Box 1243. Loxahatchee, FL 33470

Rotary Club of Wellington
PO Box 1243. Loxahatchee, FL 33470

Village of Wellington
Village Hall, 12300 Forest Hill Boulevard, Wellington FL, 33414

PARTICIPANT RULES AND REGULATIONS

General Guidelines

- Participants will adhere to all applicable rules, regulations and best practices of all governing authorities and any rules and guidelines established by the Wellington Family AutoFest (WFA). Where applicable, the WFA may require proof of being licensed to conduct the activities herein along with any documentation required by governing authorities.
- Violation of any rules could constitute immediate removal from event and prohibit attendance at future events.
- All transactions between the Participant and customer are the responsibility of the Participant. Participant must have their own change funds. The customer has the right to request and receive a receipt. The collection and remittance of Florida Sales Tax is the responsibility of each exhibitor. Sales tax questions should be directed to Florida Department of Revenue, 386-418-4444.
- All aspects of the event and approvals are subject to modification. We reserve the right to alter the layout and/or move Participants as needed.

Application and Fees

- Incomplete applications will be rejected without question.
- Each applicant will receive a confirmation email prior to the festival including your parking permit, site assignment, and site map.
- Participant fees are non-refundable unless the application is denied. The festival committee has the right to deny any application.

Exhibit Area

Location

- An Exhibit Area unit is two parking spaces in designated. Location determined by the WFA Committee.
- Space assignments are made based on the best interest of the event. Requests are reviewed, however there are no guarantees and/or promises given to exact location. This application neither implies nor grants any preferential consideration or location.
- Please note that if your equipment including hitches take up more than the allotted space you will be charged accordingly.

Tents and Equipment

- All Participants are responsible for providing their own supplies needed to operate including, but not limited to, tents, tables, chairs, trash receptacles, trash bags, lighting, weights, etc.
- No holes may be drilled in pavement, sidewalks, or festival area.

PARTICIPANT RULES AND REGULATIONS

- All Participants must use a solid non-flammable free standing tent in good condition, without tears or stains, and securely weighted down. Tents must have the ability to withstand strong winds. Tents larger than a 10x10 must show a fire retardant, fire inspection.
- This is an outdoor event with possible uneven terrain, inclement weather/wind gusts. Please provide weights for each corner of the tent, NO STAKING. Suggested weights: cinderblock, water buckets, sandbags. All weights must be out of the walking path of Participant and guests of the festival to prevent tripping hazards. Tent legs must be properly weighted and secured with no less than 25 pounds per leg.
- Electricity is not available for purchase at this event. If you require electric, please provide a (quiet) generator

Event Dates

- The WFA reserves the right to cancel the event in total or in part. Events are rain or shine; The WFA reserves the right in their sole discretion, to cancel the event, in whole or part, due to inclement weather, CDC guidelines or other circumstances beyond our control and no refund will be issued.

Set Up and Take Down

Arrival

- Participants must arrive at assigned time between 8:00 am and 8:30 am to setup. Vehicles can pull up to unload right at their booths. All support vehicles moved by 8:30 am.
- Participants must be in place and set up by designated deadline. If not, they may be turned away, and/or rejected from future events.
- Participants must stay within the boundaries of their booth space unless they have paid for additional booth space in advance.
- Moving, trading, or relocating assigned space is prohibited.

Take Down

- Participants must begin breaking down at 1:30 pm, and all items must be removed by 2:30 pm with the assigned area clean and restored to prior existing condition.
- You may not break down your booth or tent until event completion. No early breakdown.
- Each Participant is responsible for leaving their area in the same condition that it was originally received, i.e., removal of all trash and debris. A clean up fee will be assessed for those leaving debris.

PARTICIPANT RULES AND REGULATIONS

Parking

- Vehicles (cars, trucks, trailers, golf carts) are not part of a Participant space. Vehicles must enter the setup area to drop off tent and supplies, and immediately relocate the vehicle to park in the designated parking area. No vehicle will be permitted in show areas after the Participant set-up period ends. No exceptions.
- Participants may not park vehicles on event grounds or on nearby private property.
- Participants must park in designated visitor parking areas; trucks and trailers must park in designated vendor parking area.

Pets

- No dogs allowed except Service Dogs.

During the Event

- Your booth must be open/staffed during hours of the event. Participants who leave before the closing of the event will not be permitted to enter in future shows and fees will not be refunded.
- Roaming vendors are not permitted.
- Participants must be presentable and polite to all event attendees. Excellent customer service is essential.
- Participants are responsible for taking out their trash and keeping their space neat and sanitary.
- No disposal of liquid waste from fryers or other food byproducts is allowed.

Uses, Items Sold or Displayed

- No Participant may sublet, bring in representation of a secondary commercial or charity to jointly work a Participant booth, switch product line of what's been approved or change the name of what's been approved to be posted for the event.
- This is a family event, the sale or display of items of an illicit or 'adult' nature is strictly forbidden.
- Absolutely no unethical and/or immoral propaganda to slight or ridicule one based on race, religion, political beliefs, and/or gender. ALL NON-COMPLIANT PARTICIPANTS, will be asked to shut down immediately, escorted off grounds, and may return at the end of festival to pack up and load out. No exceptions.
- No alcohol, cigarettes, cigars, marijuana, e-cigarettes or any illegal or hazardous items in the Participant allowed.
- No raffles, 50/50s or other gambling activities per Florida statute.
- Participants may not sell or create items bearing the event name or likeness.

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COVID-19 Guidelines – *subject to update based on Village of Wellington requirements*

- To help protect everyone, we Participants may be asked to wear a mask if required by Village
- Participants are encouraged to have hand sanitizer at their booth
- CDC guidelines on social distancing should be considered and may be enforced.
- No food samples are given unless requested by patron and Participant provides strict guidelines in serving the sample
- Washrooms are available

Promotion Guidelines

- We encourage our Participants to join under the WFA on Facebook. Please share our posts online and feel free to add to the discussion online. If you do create a Facebook event, you are not permitted to use the WFA event name as your event name and/or indicate that you are the host of WFA.
- You may create an event that indicates you are an attendee or Participant at the event, such as “Acme Anvil Company booth at AutoFest” or “Sandwich Sale at AutoFest”.
- The WAF will report and request removal of any Participants creating social media pages or events that may mislead the public regarding who the event organizer is.

Food Vendor Guidelines

- The applicant’s primary business must be in the management and delivery of food services listed on the application.
- Applicant must not be in violation with the Department of Health or Health inspection.
- Food vendors may only sell non-alcoholic beverages. Please keep in mind, only those items you list will be able to be sold the day of the event, no exceptions.
- Food Vendors will be responsible to meet all guidelines for temporary food service, as set forth by the Department of Business and Professional Regulations (DBPR) or the Florida Department of Consumer and Agricultural Services (FDACS) and have an active license.
- Food vendors shall wear gloves and follow handwashing procedures set forth by DBPR and FDACS.
- Participants selling prepackaged foods such as chips, pretzels, milk, frozen novelties, juice, shaved ice, popcorn, nuts, donuts, etc. will follow Florida Department of Agriculture & Consumer Services (FDACS) Mobile Food Establishment Guidelines and have an active license.
- Nonprofit food vendors selling prepared food must submit a ServSafe certificate verifying completion of the UF IFAS Extension Food Safety and Quality Program.