

Vendor Registration Sign Up Form

Event Date & Time: February 10, 2024; 8AM - 1PM (Vendors Arrive at 6:00 AM)
Event Address: Perry Harvey Sr. Park; 1000 E Harrison St, Tampa, FL 33602
Contact us at (407) 896-6940 or email jazmine.barnes@uncf.org

Hello and thank you for interest to be a vendor at our UNCF Tampa Bay BHM Run/Walk for Education & HBCU Homecoming Festival on Saturday, February 10, 2024. Please read the following terms and conditions below and complete the application.

All applications will be considered and reviewed. A UNCF representative will be reaching out to you for payment.

UNCF and City of Tampa

Walk for Education

Terms & Conditions

EVENT RULES...

1. Set-up and registration begins at 6:00 am on the day of the event. All vendors are required to check-in. All vendor spaces are first come first serve. Set up must be substantially completed by 7:00 am*. Participants that do not check in or are not set up by 7:00 am may forfeit their opportunity to display at the event as well as any registration fees paid.

*NOTE: If it is raining during set up time, you may wait to set up your tent and items until the rain has passed.

2. Cars will not be allowed on the event site. Vendors may park in a nearby parking lot to unload. All vendors who are unloading their items into their booths must COMPLETELY unload their items into their designated space, then IMMEDIATELY remove their vehicle and park in a legal parking space. DO NOT start setting up ANY part of your booth until your vehicle is parked in a legal parking space. During breakdown, COMPLETELY breakdown your booth BEFORE bringing your car near your booth space in a nearby parking lot. NO EXCEPTIONS. The United Negro College Fund, Inc. (UNCF) and City of Tampa reserves the right to use legal action to remove any vehicles from the street that are illegally parked or causing any interference of any kind with the event. The United Negro College Fund is not responsible for any damages, injury, or accidents to any vehicle on the event date.

3. Tear down may not begin before 1:00 pm and must be completed by 2:00 pm. Your area must be left clean and free of debris.

4. Displays are to be of professional quality. No displays over 10ft. in height or extending beyond the assigned booth area permitted. If using your own tent, all tents must have weights to keep from blowing away. All packaging materials and boxes are to be stored out of sight.

5. Vendor/exhibitor must conduct all activities. No distribution of literature, flyers, handbills, petitions, surveys, etc. may be conducted outside your booth space, on or about the premises, inside or out, without express written permission of UNCF, Inc. and the City of Tampa. Violation of this rule will result in the immediate shut down of the vendor or sponsor space, without the possibility of a refund.

6. All booths and exhibits must be attended at all times; personal property is the sole responsibility of the exhibitor. UNCF shall not be responsible for lost, stolen or damaged items.

7. No subletting or sharing of booths is permitted without written consent from UNCF.

8. There is no handing out of any food or beverage allowed without written consent from UNCF and City of Tampa. No alcohol will be served at any time. NO EXCEPTIONS.

9. Amplification of music or voice, which could constitute a nuisance to event presenters, co-exhibitors and/or guests, shall not be permitted.

10. UNCF and City of Tampa reserves the right to prohibit signs, banners and/or groups marketing or promoting illegal, obscene, or pornographic items. Vendors displaying such items will be dismissed from the event and forfeit any fees paid. UNCF and City of Tampa reserves the right to determine what items are appropriate and allowable.

11. All state and local ordinances regarding nudity and obscenity will be strictly enforced. No indecent exposure of private body parts is allowed. Appropriate attire is required.

12. All vendors/exhibitors are expected to conduct themselves in a professional manner. Vendors/exhibitors will be held responsible for the conduct of themselves, representatives, and guests inside their booth(s). If at any time UNCF and City of Tampa deems the conduct

unprofessional, staff will verbally warn the participant. If the unprofessional conduct continues, staff reserves the right to shut down the non-compliant booth without the possibility of a refund.

13. All vendors must fill out a vendor application and payment received before vendor is approved for the event. All vendors are required to describe what they are selling/distributing in the application below. Only those items listed will be allowed. However, UNCF and the City of Tampa reserves the right to limit the number of "like-kind" exhibitors. Additionally, we will only allow one representative from companies like Mary Kay Cosmetics, Trades of Hope, It Works, etc. to exhibit at any one event.

14. All participants understand that UNCF and the City of Tampa have no control over festival attendance, inclement weather, or any other unforeseen events. UNCF and the City of Tampa will not be held responsible for any loss, injury, or damage to any person or property that may occur as a result.

15. All participants understand that the event will be held from 8:00 am-1:00 pm (RAIN OR SHINE), no refunds will be considered due to weather conditions. If the event must be canceled (at the discretion of UNCF and the City of Tampa), your booth fees will be forwarded for the rescheduled event date.

16. Vendor registration fees are non-refundable. No exceptions.

17. UNCF and the City of Tampa reserve the right to refuse, remove, suspend, or exclude any vendor for any reason at any time.

18. There is no smoking or vaping in or near your booth, or other vendor booths. Vendors who wish to smoke or vape during the event may do so 50ft away from other vendors or event space.

19. Booth spaces are \$100.00. All vendors will need to supply their own table, chairs, and tent. Each vendor must have a 10 x 10 tent no exceptions. By signing up for the event, you agree to follow every rule stated in and agree to accept any consequences that may result from not following the event rules.