



UPARC Foundation, Inc.
A SPIRIT OF HOPE FOR THE DEVELOPMENTALLY CHALLENGED

July 20, 2011

The UPARC Foundation is pleased to announce the **27th Annual Festival of Trees Tampa Bay**. This year's event will be held November 17-20, 2011 in the gymnasiums at the Long Center on 1501 N. Belcher Road in Clearwater. This year's Festival theme will revolve around "**Blondie and Dagwood Bumstead and Family**". Dean Young, creator of the world renowned comic strip has created one-of-a-kind artwork for the 2011 Festival of Trees, Tampa Bay. The Festival of Trees is a major fund raising event benefitting the UPARC consumers, helping them grow and develop to their fullest potential.

Each year the Festival Committee invites a select group of vendors to exhibit items at the Festival of Trees. Over the past 27 years, thousands of Festival attendees have helped make this holiday celebration one of Tampa Bay's biggest holiday events.

We're looking forward to the best Festival ever and you can help make it happen. The Festival Committee seeks upscale, preferably handcrafted, items suitable for holiday décor or gift giving and appropriate for a family holiday setting. There may be a limit of booths for the festival depending on the final event layout. All entries will be juried to avoid duplication and ensure quality throughout.

Whether you're a first-time applicant or an experienced Festival vendor, we truly appreciate your interest and welcome your application. Together we continue to be "**A Spirit of Hope for the Developmentally Challenged**" of UPARC. Please feel free to contact Leslie DiPaci with any questions or comments at (727) 797-8712 or e-mail at ldipaci@uparcfoundation.org.

Sincerely,

Sue and Bill Johnson

Sue and Bill Johnson
Vendor Committee Co-Chairs

Leslie DiPaci

Leslie DiPaci
Development Associate

Enclosures

Foundation

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UPARC Foundation

27th Annual Festival of Trees, Tampa Bay

Vendor Information

INFORMATION TO HELP YOU PLAN

Festival Dates: November 17-20, 2011

Festival Location: The Long Center Gymnasiums, 1501 N. Belcher Road, Clearwater, Florida

Contact: UPARC Foundation, Inc.
 1501 N. Belcher Road, Suite 244
 Clearwater, FL 33765
 Phone: 727-797-8712 Festival Line: 727-712-3993
 Fax: 727-796-8785
 www.uparcfoundation.org

Application Deadline: September 30, 2011
(If space remains after the deadline, additional entries will be accepted and juried in the order in which they are received until all space is filled.)

Deposit: Include a non-refundable deposit of \$100 for a Single and \$200 for a Double Booth with your application.

Photographs: Include up to 5 photos, brochure, or website showing all items to be displayed, with your application. Applicant merchandise will be juried for acceptance for the event.

Booth Fee:

BOOTH TYPE	FEE
Single Booth	\$300.00
Double Booth	\$600.00

VENDOR SCHEDULE

THURSDAY, NOVEMBER 17 THROUGH SUNDAY, NOVEMBER 20, 2011

All vendors are to be fully prepared when the doors open each day. Booths must remain open and manned for the entire Festival hours of operation unless otherwise specified below. Vendor passes are available for a total of two people to operate a booth at any one time.

SCHEDULE <i>(yellow highlighted sections indicate hours of operation)</i>		
Thursday, November 17 th	10 am to 5 pm	SET UP
Thursday, November 17 th	6:30 pm – 10 pm	Vendor booths open to Premiere Night Patrons
Friday, November 18 th	9 am – 6 pm 7 pm – 10 pm	Open to Public (Evening Hours Optional)
Saturday, November 19 th	9 am – 6 pm 7 pm – 10 pm	Open to Public (Evening Hours Optional)
Sunday, November 20 th	10 am to 9 pm	Open to Public (Breakdown begins at 9 PM)
Monday, November 21 st	9 am – 5 pm	Breakdown

BOOTH INFORMATION

Booths are approximately 10' deep x 10' wide. Two vendors may share a booth or booths, with prior approval from the Festival Committee.

- Your booth fee includes:
 - Electricity for the booth area (one 110 outlet). You may provide your own power strip for additional outlets.
- Vendor spaces may be affected by the subdued lighting over much of the floor area. **You may provide additional lighting for your own display, if desired. ADDITIONAL LIGHTING FOR VENDORS IS NOT PROVIDED.**
- All vendor equipment and products must remain within your designated vendor space.

RULES, REGULATIONS AND REQUIREMENTS

- Vendors agree to take care of the building and property and not damage floors, walls or property.
- Booth space will be assigned by the Festival Vendor Committee based solely on the needs of the Festival and the best placement as determined by the Committee. Vendors may not alter the set up of their booth, the location of their booth or trade booths with other vendors without the approval of the Festival Committee.
- The Festival Committee reserves the right to impose additional rules and regulations applicable to all vendor exhibits. Upon notification, vendors will be responsible for making changes deemed necessary.
- Because of safety and insurance issues, children under the age of 15 must be under the direct supervision of an adult at all times and will not be allowed to be unattended on the site during set up or during the run of the Festival.
- UPARC Foundation and the Long Center assume no risk for an individual vendor's property or property used by the vendor, and shall have no liability for any damage or loss arising from any act of omission of the vendor. UPARC Foundation and the Long Center will not be held responsible for carrying insurance covering any such liability.
- Easy-ups or Canopies may be utilized and must be holiday decorated if used.

CHECK YOUR APPLICATION CAREFULLY

Make sure you have

1. Completed your application correctly.
2. Signed your name.
3. Included necessary photos or brochure.
4. Included the appropriate booth deposit with your application.

For additional information or questions, please contact Leslie DiPaci at (727) 797-8712 or e-mail ldipaci@uparcfoundation.org

OFFICE USE ONLY

VENDOR AGREEMENT

2011

UPARC Foundation 27th Annual Festival of Trees

1501 N. Belcher Rd., Ste 244 Clearwater, FL 33765
Phone: (727)797-8712 Festival Line: (727) 712-3993 Fax (727) 796-8785

To apply for a vendor booth space, please fill out and return this Vendor Agreement with a \$100.00 deposit for each booth space by September 30, 2011. Final deadline for receipt of the balance of the booth fee is October 15, 2011, after which time unpaid booth space is subject to reassignment. The Festival Committee will notify each applicant of acceptance. Applicants not accepted will receive a full refund of deposit payment.

Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Business Phone: _____ Fax: _____ Home: _____

E-mail: _____ Website: _____

Brief Description of Merchandise (Send a maximum of five photos or brochure) _____

Please Check Appropriate Box:

BOOTH TYPE		FEE
<input type="checkbox"/>	Single Booth	\$300.00
<input type="checkbox"/>	Double Booth	\$600.00

- My \$100 non-refundable deposit is enclosed for each booth space requested. I understand that upon notification of acceptance, the remaining balance of my booth fee is due by October 15, 2011. Applicants not accepted to participate will be notified and receive a full refund. Make check payable to UPARC Foundation and return with signed copy of this Agreement by September 30, 2011 to: UPARC Foundation, 1501 N. Belcher Rd., Ste. 244 Clearwater, FL 33765.
- Full Payment Enclosed.
- I cannot participate this year. Please contact me next year.

CERTIFICATION and INSURANCE WAIVER

I HAVE COMPLETELY READ, UNDERSTAND AND AGREE TO THE VENDOR RULES, REGULATIONS and REQUIREMENTS. My signature below verifies that I am an authorized representative for the above named business.

Vendor Signature, Title

Date