



Thank you for your participation in the Seminole County South Rotary Art, Craft and Wine Festival at Cranes Roost Park. Please follow the rules and procedures so that everyone has an opportunity to have a successful event.

We take your feedback seriously as a result we have made some changes based on your feedback in our survey.

Vendors are able to setup on Friday, from 3PM to 8PM (except "P" booths setup is 5PM to 8PM) as well as on Saturday, from 6AM to 9AM.

1. Arrive at the time assigned to your booth number. Enter the area from SR 436 on to Cranes Roost Boulevard. If you need more time please contact us.

Arrival Times:

Fri 3:00PM - Booths 73 - 119

Fri 4:00PM - Booths 48 -74, 120 - 138

Fri 5:00PM - Booths 29 - 49, 139 - 151, W1 - W15, P1-20, P52-65

Fri 6:00PM - Booths 1 - 28, 155 - 170, C1 - C18, P21 - 44

Sat 6:00AM - Booths 73 - 119, P1-20, P52-65

Sat 6:30AM - Booths 48 -74, 120 - 138, P21 - 44

Sat 7:00AM - Booths 29 - 49, 139 - 151, W1 - W15

Sat 7:30AM - Booths 1 - 28, 155 - 170, C1 - C18

2. The vendor entrance into the venue will be the intersection of Cranes Roost and Uptown Boulevards. There will be a security barricade allowing those with a vehicle pass to enter the venue. You will receive your vehicle pass at registration when you arrive. Only one parking ticket per vendor. There is extra parking at the Mall. At the barricade you will be met by a festival coordinator and be guided to your booth location. Trailer parking is available in lot on other side of the lake.
3. Cranes Roost Boulevard is one-way east during arrival and departure of the vendors. Stay on the right side of the road to unload your vehicle/trailer. After unloading your materials, move your vehicle east to the parking lot entrance on the west side of the Café Murano and into the parking areas behind the Lakeside Office Park and on the west end of the lot in front of the office buildings. Leave your parking pass on the dashboard of your vehicle. **Vehicles with trailers** must park in the Cranes Roost Office Park parking area on the north side of the lake after unloading. Directions to the area: Exit Cranes Roost Blvd by turning left on to Festival Drive. Proceed to the traffic light (Central Parkway) and turn left, proceed to the next traffic light (Center Point Circle), turn left and then an immediate right into the parking lot. There are pedestrian bridges to Cranes Roost Boulevard across the lake near its east and west sides.
4. **DO NOT BLOCK THE ROADWAY.** Unload your material and move your vehicle to the vendor parking area as shown on our map on the website. Extra parking is available in the mall parking lots. Please insure you move your vehicles to the parking lots immediately after unloading, and before setting up your displays.

5. All vehicles must be off the Cranes Roost Blvd. by 8PM on Fri and 9:00AM on Sat and all booths must be set up by 10:00am Sat.
6. Do not sell or distribute items that were not listed on your Vendor Application (including water, food, or gifts not approved in advance.)
7. During event hours, you may leave the south vendor parking area via the exit on Festival Drive. You must have your vehicle pass to reenter the parking area. The parking overflow area is in the parking garage on the south side of Festival Drive adjacent to the theater or mall parking lots.
8. Do not begin to breakdown your booth until the event has ended. You may drive on Cranes Roost Boulevard after the public has cleared the area and permission has been granted by the event manager. Cranes Roost Boulevard remains one-way east bound until all of the booths and materials are gone.
9. ATM's are located on the south side of Cranes Roost Blvd, opposite the floating stage.
10. Ice is for sale at the Rotary Information Tent behind the beer/wine tent at the west end of Cranes Roost Blvd. just prior to the bridge.
11. Restrooms are located along the pedestrian walk on the south side of the lake opposite Murano's Café and adjacent to the rear of the beer/wine tents near the western end of the venue. Also next to the Registration Booth near the Food Vendor Court.
12. NO PETS allowed in the park during the event.
13. Staying overnight in campers, RV's, or trailers is prohibited.

Terms and Conditions

Licenses	A copy of your occupational license and pertinent licenses must be displayed at your location.
Trash	All trash and litter must be containerized and your area must be kept clear of garbage. Trash must be placed in plastic bags and tied off when full. All boxes must be broken down and stacked. Bags and similar materials to be disposed of should be left at designated sites for pick up by the clean-up crew prior to leaving the site. Booths will be monitored during and after the event to insure that all trash is removed.
Vehicle Curfew	The vehicle curfew is as follows: You will set up your booth according to your arrival time. This time is dictated by the booth number. No vehicles will be allowed into the festival area between 10 AM, Saturday and 5PM Sunday. All vendors must depart the festival area by 6:30 PM, Sunday.

Damage	Vendor is liable for all damages caused by vendor for any reason whatsoever.
Food Service	<p>Oil/Grease: Any oil/grease must be removed from the site by the vendor. No waste may be discharged anywhere in Cranes Roost Park. Vendor is subject to the applicable laws and fines which apply for violating these laws.</p> <p>Sewage: Sewage is NOT provided. Grey water MUST be captured, contained and removed from site. This is the responsibility of the food vendor.</p> <p>Fire: If you are cooking in your area, BRING A FIRE EXTINGUISHER. If you are grilling with charcoal, you must remove the coals at the end of the day. Do not leave them in the park.</p> <p>Inspections: The Park Manager and the City's Code Enforcement Department will be conducting inspections regularly during the event to insure vendor compliance.</p>
Certificates of Insurance (Food Vendors)	<p>A General Liability Certificate (COI) listing the City of Altamonte Springs, the Seminole County South Rotary Club, and Emerson International as additional insured is required for food vendors certificate holder does not insure the City and will not be accepted. The COI should also show automobile liability and workers comp if applicable. Certificates listing the City only as certificate holder does not insure the City and will not be accepted. The City must receive appropriate provider insurance certificates no later than seven (7) days prior to the event. * (Food Vendors only). Send the COI to Corey Prom EVENTS PRODUCTION MANAGER, City of Altamonte Springs, Uptown Altamonte, 150 Cranes Roost Blvd., Suite 2200, Altamonte Springs, FL 32701 or fax 407-571-8177 or email: cprom@altamonte.org.</p>
Refunds	Refunds will be issued only for the non- application fee portions of your payment and only if you cancel at least 60 days prior to the festival date.
Security	There will be a roaming security guard on duty Fri and Sat evening, however we assume no responsibility for items. Please secure your items and remove any valuables.