



**City of Keystone Heights**  
 555 South Lawrence Blvd  
 Keystone Heights, Florida 32656  
 352.473.4807 Office 352.473.5101 Fax



2023 Spring Fling

The City of Keystone Heights is proud to present  
*Spring Fling*

Name of Business \_\_\_\_\_

Physical Address \_\_\_\_\_

Phone No. (\_\_\_\_\_) \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_

Brief Description of your booth \_\_\_\_\_

Booth Size (please check on):  12x12 (Depending on availability, vendors may purchase more than 1 space  
 \$50 per booth space, (non-profit vendors, museums & civic organizations No Charge)

There will be a \$50.00 fee for booths. Please make checks payable to The City of Keystone Heights. All booth registrations MUST be submitted to Keystone Heights City Hall no later than Wednesday, April 19, 2023. You may email forms to [assistant@keystoneheights.us](mailto:assistant@keystoneheights.us) or mail registration forms to:

City of Keystone Heights  
 Attn: Christina Meeks  
 P.O. Box 420  
 Keystone Height, FL 32656

ALL vendors MUST be set up no later than 9:30 am on Saturday, April 22, 2023.  
 Vendor Check in and set up will be Saturday, April 22, 2023 from 8:00 am – 9:30 am  
 You may make special arrangements if you would like to set up in your space the night before.

**VEHICLES:** Vendor vehicles will not be allowed to remain in the sale area after set-up, unless a vendor requires a vehicle for displaying sale items or the Vendor has special needs.

**CHILDREN:** The City wishes to maintain a family atmosphere. But, unruly or out of control children will not be tolerated. Children of vendors should remain in the Vendor’s booth area.

**PETS:** Pets are strongly discouraged, but, if present, must be leashed within the Vendor’s booth area. Barking or aggression will lead to removal.



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**TOBACCO:** Vendors should be discrete with their use of tobacco products. Smoking is discouraged. Butts should be disposed of properly. Open spitting will not be allowed.

**CONDUCT:** Vendors are expected to behave in an appropriate and professional manner. Clothing should be clean, free of rips or stains and reflect an image of cleanliness. Overly short, low cut or mid-rife displays are not considered appropriate. Profanity will NOT be tolerated.

**DISPLAY:** All displays should be tasteful and fit within the assigned space. Vendors should remember that an appropriate display will help to increase sales. Displays should be safe and uncluttered. Vendors should have their business name or their personal name displayed on their booth during the sale. Some electrical outlets are available. **THE CITY WILL NOT PROVIDE CANOPIES, TABLES, CHAIRS, CORDS, LIGHTING, ETC.**

**TRASH:** Vendor trash should be removed by the Vendor at the close of business. Trash cans at the event are for public use. Recycling is encouraged. In the event that a Vendor does not remove all trash, a clean up fee will be assessed.

**ALCOHOL AND CONTROLLED SUBSTANCES** are prohibited. Vendors deemed intoxicated or high will be brought to the attention of Public Safety personnel. **RESTROOMS** are located behind City Hall or at Port-a-Potties. Vendors needing to leave their booth area should make arrangements for coverage in their absence.

**LICENSURE:** Vendors offering food items that require certification or licensure should have proof available and on display during the Market. Baked or canned goods should be prepared in certified kitchens and in accordance with FL cottage Industry regulations. Vendors selling by weight should have a current Fl. Dept. of Agriculture sticker affixed to their scale.

**LIABILITY AND INSURANCE:** The undersigned, individually or as representative of a company or organization, in consideration for the City of Keystone Heights permission to attend the event, does hereby discharge, release, indemnify and hold harmless the City of Keystone Heights, its employees, agents, and officers and, from all manner of actions, suits, damages, and claims whatsoever resulting from any loss or damage to the person or property of the undersigned and the undersigned's employees, volunteers, representatives or agents while in possession of a vendor space or participating in the event. Vendors are encouraged to carry personal liability insurance for their protection during the event and proof should be available if requested during the event. Applicants will be subject to all applicable rules and regulations of the City of Keystone Heights as listed above or as outlined in relevant statutes. Applications are approved based on event needs, space availability, and product duplication.

Signed \_\_\_\_\_ Date \_\_\_\_\_