



Community Vendor Registration Form

The Lake Wales Museum will host the 44th Annual Pioneer Days Festival on Saturday & Sunday, October 26 & 27, 2019 from 9 AM – 5 PM each day. Our mission is to preserve and share the unique culture, history, heritage arts, and traditional skills as they were in the past.

This year's Pioneer Days Festival aims to enhance the variety and presence of our fellow community organizations, non-profits, churches, charities, and service clubs.

Community vendors are welcome to display information about their organization, and are provided a complimentary 10' x 10' space. Community vendors are not permitted to sell any major food items. Political and religious groups are welcome to participate, but are not permitted to solicit to visitors outside of the booth space.

Activities and ideas for your space include:

- Share general and membership information about your organization
- Sell drawing opportunities for special prizes or 50/50 drawing
- Selling baked goods and non-alcoholic beverages ONLY
- Conduct children and family activities that enhance the Pioneer Days heritage festival theme, within the booth space.

Vendors are responsible for collecting sales tax.

Community Vendor Rules and Guidelines

- It is complimentary for a 10' x 10' area for a community vendor. Complimentary snacks are provided in the vendor hospitality tent throughout the festival. An additional lunch options is available for purchase.
- Community vendors agree to provide ONLY approved activities.
- All vendors and space assignments will be approved and made in the order your registration was received. It is first come, first served.
- Wifi, water and electric are available. Generators are not allowed.
 - Do you need electric? YES NO
 - Do you need water? YES NO
- All vendors are subject to the approval of the Pioneer Days Committee.
- Vendors are required to be present throughout the duration of the festival.
- No smoking is allowed around vendor exhibit spaces.
- The event is rain or shine.
- Vendors may set-up their booth anytime between 10 AM – 5 PM on Friday, October 25, 2019, or between 6 – 9 AM on Saturday, October 26, 2019. ***It is highly recommended and encouraged for vendors to set up on Friday. The Lake Wailes Park will be monitored by security at night throughout the weekend.***
- Vendors must be open by 9 AM on Saturday, October 26, 2019, and remain open for the entire duration of the festival. Early breakdown is NOT permitted.
- Vendors must be in the main gate by 8 a.m. on Saturday, October 26, 2019, and move ALL vehicles to the vendor parking area by 8:30 AM.
- All vendors are responsible for the removal of all vendor materials and equipment on Sunday, October 27, 2019 from 5 – 8 p.m. Any vendor materials and equipment left at your booth will be disposed of the next day.
- For a list of local accommodations, please see the enclosed Lake Wales Museum Preferred Hotel Listing or contact the Lake Wales Chamber of Commerce at 863.676.3445 or www.lakewaleschamber.com.

Hold Harmless: The City of Lake Wales, its agents, and its employees, and the Lake Wales Museum and its representatives release it/themselves of responsibility for damage, loss, or injury incurred in relation to this event.

I agree to Pioneer Days Vendor Rules & Guidelines

Signature of Contact Person _____

Registration Checklist

- Vendor Information
- Book Description
- 3-4 Photos of your artwork/craft/educational demonstration
- Signature

Vendor Information

Organization_____

Main Contact Person_____

Mailing Address_____

City/ST/Zip_____

Work Phone_____Cell Phone_____

Email_____

Website_____

Booth Description

Briefly describe your activities. Specifically include all product descriptions of actual items you plan to sell. Please attach 3-4 samples of your product with brochures and/or photos.

Please let us know any other booth contacts for your organization.

Lunch Option

Do you want to participate in the Vendor Lunch at the Hospitality Area? YES NO

If so, please fill out the number of each for each day, add to your payment information and send back with your registration.

Lunch will be served in the Hospitality Tent from 11 AM – 1 PM each day.

Menu – Boxed lunch and/or family style sandwiches, salads, drinks and dessert.

Complimentary snacks and drinks will be available for vendors throughout each day of the festival.

Payment Information

10x10 Booth space x \$FREE = FREE

Sat 10/26 - Optional Vendor Lunch _____ x \$10.00 = _____

Sun 10/27- Optional Vendor Lunch _____ x \$10.00 = _____

TOTAL ENCLOSED = _____

Check or Cash enclosed

Charge to my: Visa MasterCard Discover Amex

Card #: _____ Exp. Date: _____

Name on Card: _____ V-Code: _____

Billing Address: _____

City/ST/Zip _____

Signature: _____

All payment information will be used for processing payments and then shredded for your security.

Mail registration to:
LAKE WALES MUSEUM
Attn: Pioneer Days
325 S Scenic Highway
Lake Wales, FL 33853

Email registration to:
jdhollander@lakewalesfl.gov
Subject: Vendor Application

Thank you for being a Pioneer Days vendor and sharing your talents with the community!

For Internal Use Only		
Date Received: _____	Space #: _____	Paid
Received By: _____	Paid By: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC	Amount: _____