



City of Cape Coral

Tony Rotino Center
5817 Driftwood Pkwy.
Cape Coral, FL 33904
(239) 574-0807
(239) 574-0820 (FAX)
www.CapeParks.com

December 4, 2014

Dear Potential Chocolate & Pastries Fair Vendor,

We are pleased to announce that we are gearing up for our annual Chocolate & Pastries Fair to be held on Sunday, February 8 at the Yacht Club. The attached packet has the following:

- Flyer with all the details about the event
- Vendor application form
- Vendor requirements and info. on cottage food products
- Set-up diagram request form

Last year's event had a great turnout, with 900 people in attendance. We are expecting as many or more this year, so please bring plenty of samples.

Also, please note that the City of Cape Coral requires all vendors who are serving/selling food at an event to follow the guidelines of either a commercial or home-based vendor (depending on the nature of how the food is prepared). Attached is a document summarizing the requirements.

We appreciate your consideration in being a part of this event. If you have any questions, please don't hesitate to contact me at 574 – 0807 or dnicol@capecoral.net.

Sincerely,

A handwritten signature in cursive script that reads "Diana Nicol".

Diana Nicol
Recreation Specialist II

Chocolate & Pastries Fair Vendor Application



Sunday, February 8, 2015

11:00 am - 3:00 pm

Cape Coral Yacht Club
5819 Driftwood Parkway
Cape Coral, FL 33904
(239) 574-0807

Sponsored by City of Cape Coral Parks & Recreation

The Chocolate & Pastries Fair special event will be held on **Sunday, February 8 in the Yacht Club Ballroom**. It will feature a variety of chocolates, pastries & confections. The event will be open to the public with an admission fee of \$1/person. Vendor space is \$50 (6% sales tax included) per table and space is limited. Applications are subject to approval. If application is denied, applicant will be notified.

IMPORTANT VENDOR REGULATIONS (PLEASE READ)!

- Florida law requires that all vendors collect sales tax on any items sold. Vendors are responsible to collect sale tax and submit to the Department of Revenue.
- City policy requires that all vendors follow commercial or home-based food handling requirements.
- Applications for \$50 per vendor tables are due by January 31, 2015. After this date, \$75 (tax included) per vendor table will be charged.
- Products sold must be **DESSERT RELATED**. You must provide a list of the items that you plan to sell, sample and/or display. Cape Coral Parks & Recreation reserves the right to prohibit the sale of any item for any reason.
- We **REQUIRE** that vendors provide samples at the fair. The purpose of the fair is to both taste & purchase chocolate items.
- Have other chocolate products for sale, if desired.
- Please provide one item as a "giveaway". Suggestions include gift certificates, a box of chocolates or gift baskets.
- Vendors are assigned spaces on a first come, first served basis. **PLEASE USE THE ATTACHED DIAGRAM TO REQUEST YOUR DESIRED TABLE LOCATION WITH 1st, 2nd and 3rd CHOICES CLEARLY LABELED.** Every effort will be made to accommodate requests for space, however it is not always possible to do so. Please be prepared to set-up at any location.
- Cape Coral Yacht Club will supply one 8 foot & 2 chairs. You are required to bring your own tablecloth.
- Vendors must check in prior to set-up. Check-in begins at 9:00 AM and all tables must be set-up by 10:30 AM.
- Vendors are required to stay until 3:00 PM. Tables will be removed beginning at 3:15 PM.
- **Cancellation policy: 30 days notice of cancellation is required to receive a refund.**

For more information, please contact Diana Nicol or Brenda Nixon at 574-0807 or dnicol@capecoral.net or bnixon@capecoral.net

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ E-mail: _____

Website: _____

Do you have business license #? Yes No If yes please record _____

Description of chocolate samples (**samples are required**):

Description of products for sale:

Description of donated item for give-a-way:

Please see reverse

FEES:

\$50 per 8 foot table (6% sales tax included)

Payment type (please circle) CASH CHECK VISA/MC AMEX DISCOVER

Electricity is limited. First come first serve.

OF TABLES _____ x Electricity (optional) _____ x \$50 per table = _____

FULL PAYMENT MUST BE INCLUDED WITH APPLICATION TO BE CONSIDERED!

Please make Checks payable to: CITY OF CAPE CORAL

Drivers License # required for Check Payment: _____ Issuing state: _____

VISA / MC / AMEX / DISCOVER # _____ Exp. date: _____

Three digit security code from back of card _____

Signature (for credit card payments only): _____

Send completed application & payment to:

**Tony Rotino Senior Center
ATTN: Chocolate & Pastries Fair
5817 Driftwood Parkway
Cape Coral, FL 33904**

or e-mail to: dnicol@capecoral.net or bnixon@capecoral.net

I have read and agree to abide by the vendor regulations for the Chocolate & Pastries Fair.

Signature: _____ Date: _____

Please indicate your 1st, 2nd and 3rd choices for the location of your table on the diagram provided. Requests for locations will be considered on a first come, first serve basis.

Vendors, please indicate your 1st, 2nd and 3rd choice for where you would like your table. Requests will be considered on a first come, first serve basis.

Business Name: _____

1st choice: **Table #** _____

2nd choice: **Table #** _____

3rd choice: **Table #** _____

Chocolate & Pastries Fair Vendor Diagram

Each Floor Section = 10' X 6'

