

Business Affairs

Stephen C. O'Connell Center
Craft Festival 2023

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November 3, 2023

Dear Festival Vendor:

Craft Festival 2023 is drawing near, and we are looking forward to your participation! The following is some critical information about our Festival:

Enclosed is the information we have on file for you and if any of this information is incorrect, **it is imperative that you make corrections and send it back to us to make the changes ASAP. If everything is correct, there is nothing further you need to do.**

We are seeking vendor donations to serve as door prizes. If you choose to donate a sample of your work, you will have your name and item placed on a table near the entrance. Your donation should be turned in to the information booth when you check in

Plan for a load in for all vendors to be 5:00 AM – 9:00 AM ON SATURDAY, December 2nd.
There is a chance that we will have a dedicated load-in day on FRIDAY, December 1st with load in times from 4:00 PM – 8:00 PM but that will be determined the week of the show and we will notify you if that happens. In this scenario there would also be a load-in from 6 AM – 9 AM Saturday morning.

Please check in at the information booth located nearest your area **PRIOR** to loading in. We have 3 check-in booth locations for your convenience:

1. **Administration Gate**
2. **Lower Level floor near Gate 3**
3. **Practice Court hallway (located between Gate 3 and 4, near the concession stand)**

Failure to check in at the information booth by 9:00 AM on Saturday, December 2nd will result in the forfeiture of your space to those on the waiting list. The information booth will have your identification badges. For security reasons these badges will be required for vendor identification and for re-entry to the building throughout the entire event.

LOAD-IN: Please use the gate closest to your booth, which is noted on your confirmation form. Vendors in booths 1001-1099 (Level 1, Lower Level) may use the large loading dock located behind the building near Gate 4. Lower level vendors may also opt to load in through Gate 4 upper level and use the elevator next to the Practice Court. **PLEASE NOTE:** Gate 2 will not be available for load-in or load-out.

PARKING: All vehicles must be moved out of the loading areas and into the North Lot or nearby parking areas. Vendors will be able to park in the lot next to the O'Connell Center, however, there will not be any guards monitoring the spaces. Please be considerate of the patrons for the event and park as close to University Ave. as you can. If you need accessible parking, please utilize the designated spaces in front of the building. Included in this packet is a vendor parking pass that you must display on the dashboard of your vehicle. You will need this pass to pull your vehicle into the loading dock OR in front of Gate 1, Gate 3, or Gate 4 for load-in/out. You may obtain an extra parking pass during check-in if needed. If vehicles remain near the doors or in other restricted areas after load-in, **we will delay opening doors to the patrons until all vehicles are moved. There will be no parking in the loading dock or the West Lot.**

Show time is 10:00 AM - 5:00 PM on Saturday and Sunday. Arrangements have been made for vendors to leave their merchandise in the O'Connell Center overnight; however, although there will be security guards present, the O'Connell Center cannot guarantee the safety of materials and merchandise.

The building will be secured at 5:30 PM on Saturday night and reopen to vendors at **8:30 AM** on Sunday. All vendor booths must be set by show time and remain set up until doors close on Sunday. Vendors violating this policy will not be invited to the next show.

The booth size for booths 1000-1099, 2201-2231, and 2301-2310 are 10 feet deep by 10 feet wide. Booths 2101-2154 are 8 feet deep by 10 feet wide. Tabletop spaces 3103-3120 and 3201-3214 consist of one 8ft x 2.5ft table with 2 chairs, no additional space beyond the table. You must make sure all of your belongings fit within that space, as no storage will be supplied. Vendors who use tents that exceed these dimensions will need to adapt their displays to fit within these dimensions. Keep in mind, vendors are only guaranteed **two** tables (8' x 2.5') and two chairs per booth space, with the exception of Tabletop Vendors, who are only guaranteed one table and two chairs. We request that all vendors cover their tables to the floor with their own table coverings. Electrical power will **NOT** be supplied to any space without advance arrangements. Those vendors who have requested access to electrical power will only have access to two outlets. All extension cords will be the responsibility of the vendor. If you have not arranged for electric but would like to add it at this time, please remit payment of \$30.00 made payable to the University of Florida to the address on this letterhead.

All transactions between you and the customer are your responsibility. Please make sure you have enough cash change funds. The customer does have a right to request a receipt. The collection and remittance of the 7.5% sales tax is also your responsibility. The O'Connell Center will remit a 6% booth rental tax (this tax is already included in your booth fee). Sales tax questions should be directed to the Florida Department of Revenue at (386) 418-4444.

The University has a concessions contract that we must honor for this show, so concessions will be on sale for your convenience but food choices will be fairly limited and may be considered expensive. As vendors, **you are free to bring food for your own personal consumption**, but you will be prohibited from selling any food and/or beverage items to the patrons.

Final Reminder: You must personally create all of your merchandise. Store-bought, catalog-ordered, imported items intended for resale, or any other item that violates the rules of the Festival will not be permitted. Vendors violating the rules will be asked to remove the items from the premises and will not be allowed to participate in future years.

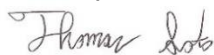
Booth Map & Additional Information: Please check out the additional information for vendors participating in Craft Festival 2022 at <https://www.oconnellcenter.ufl.edu/confirmed-vendor-information/>.

Facebook Event Page: <https://tinyurl.com/r27dte7k> We encourage you to promote your products on our Facebook event page, but please keep in mind that we will only allow one post per vendor. This event can be shared to your page to encourage people to attend and visit your booth.

If you have any additional questions, please feel free to reach out to scoc-events@ufl.edu or (352) 273-1855.

We are looking forward to a successful festival. See you soon!

Sincerely,



Tommy Soto

Sr. Event Coordinator, Craft Festival 2023