



**2019 APPLICATION FOR EXHIBIT SPACE  
14<sup>th</sup> ANNUAL SPRING FLING**

*Please return completed application to:*

Attn: Spring Fling Organizers  
City of Ocoee  
150 N. Lakeshore Drive  
Ocoee, FL 34761

PRINT CLEARLY:

Contact Person: \_\_\_\_\_

Name of Organization or Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Select Only One: \_\_\_\_\_ Government Agency \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ Business

Number of exhibit spaces needed \_\_\_\_\_ Electric Needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

**PARTICIPANTS MUST PROVIDE THEIR OWN TENT/BOOTH, TABLES, CHAIRS AND SIGNAGE**

Explain the service/ items you will display at your exhibit space:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disclaimer:** The undersigned agrees by signing this form, to indemnify and hold harmless the City of Ocoee, or the City of Ocoee Spring Fling Organizers, its officials, officers, advisors and employees from any and all claims, actions, causes of action, loss, damage, injury, liability, cost or expense, including without limitation attorney's fees arising out of, resulting from, or occasioned by participation in any activity associated with the City of Ocoee Spring Fling.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only:*

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Accepted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Exhibit Space # \_\_\_\_\_

## **General Information, Guidelines and Restrictions**

- DATE & TIME** Saturday, March 9, 2019, 10:00am – 2:00pm
- LOCATION** Bill Breeze Park at 125 North Lakeshore Drive, Ocoee, Florida 34761
- DEADLINE** **Application deadline is February 28, 2019.** Late applications may be accepted if space permits.
- REQUIREMENTS** All participants must complete and submit application. Participants can promote their organization's products and/or services that are geared towards children and families. There is no entry fee; however, we ask that you provide an activity, game, live demonstration and/or giveaways for children and families.
- RESTRICTIONS** No sales of products or services of any kind are allowed. Nonprofit organizations are allowed to accept donations. Participants may not bring music or entertainment. All entertainment, music and announcements via public address systems will be provided by the Spring Fling Organizers. No food products may be distributed by any vendors. After submission of application, certain applicants may be required to submit a Certificate of Insurance naming the City of Ocoee as "Additional Insured." If this requirement applies, applicant will be notified of further details. **No pets or alcohol allowed.**
- EXHIBIT SPACE** Space provided will be 10' x 10' and all items must be contained within the space, no exceptions. **Participants must provide their own tent/booth, tables, chairs and signage.** All tents/canopies must be secured with stakes, sandbags or weights. Electric is available for limited number of spaces. Participants must let us know their requirements on application form. Participants with electric must bring their own UL Listed electric extension cords.
- SET UP** Set up time will begin at 8:00AM and completed by 9:30AM
- TAKE DOWN** Participants cannot begin take down until 2:00 PM (unless inclement weather occurs).
- QUESTIONS** Please contact Utilities Administration at 407-905-3159 or [springfling@ocoe.org](mailto:springfling@ocoe.org)

The Spring Fling organizers reserve the right to remove any items that may be deemed inappropriate.