



2019 Space Coast Pride Festival & Parade Vendor Packet

Space Coast Pride is looking forward to your participation in our 13th annual Space Coast Pride Parade & Festival.

SATURDAY SEPTEMBER 28, 2019

PARADE 2:00PM

FESTIVAL 1:00PM - 7:00PM

**FOOD VENDOR CHECK-IN &
MOBILE UNIT CHECK-IN**

8:30AM - 10:30AM

**OUTDOOR VENDOR
CHECK-IN**

10:00AM - 12:15PM

**INDOOR VENDOR
CHECK-IN**

9:00AM - 12:15PM

**All Vendors must ARRIVE
& CHECK-IN by 12:15pm.**

No vendors will be allowed to drive through the festival footprint between 12:30pm and 7:00pm.

NO EXCEPTIONS

Check-In Location:

Creel Street & Highland Ave

VENDOR CHECK-IN LOCATION:



**EAU GALLIE CIVIC CENTER
1551 HIGHLAND AVE
MELBOURNE, FL 32935**

For questions, please contact Chad Gilezan at Vendor@SpaceCoastPride.org
or visit www.SpaceCoastPride.org



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Festival Check-In & Setup:

- Upon check-in, give Organization name or name of individual that signed up. No ticket needed **Only ONE car in festival area.**
- For check-in location, use **EAU GALLIE CIVIC CENTER, 1551 Highland Ave, Melbourne, FL 32935.**
- **Check-In location will ONLY be located at CREEL ST. & HIGHLAND AVE for all vendors.**
- Because we must ensure our event begins on time, all vendors must arrive by 12:15pm.
- No vendors will be allowed to drive through the festival footprint between 12:30pm and 7:00 PM. **NO EXCEPTIONS**
- **Mobile Units** (pre-approved trailers and vehicles that will remain during festival) **Check-In is 8:30am-10:30am.**
- **Food Vendors and Food Trucks Check-In is 8:30am-10:30am.**
- **Indoor Vendors Check-In is 9:00am-12:15pm.**
- **Outdoor Vendors Check-In is 10:00am-12:15pm.**
- **VENDOR SPOT ASSIGNMENTS will be given at CHECK-IN.**

**VENDOR SPOT ASSIGNMENTS
will be given at CHECK-IN**

FOOD VENDORS

Check-In: 8:30am - 10:30am

- **PROVIDE INSURANCE & FOOD LICENSE INFO**
- **NO ELECTRICITY WILL BE PROVIDED** (unless already arranged)

OUTDOOR VENDORS

Check-In: 10:00am - 12:15pm

- **BRING TABLE & CHAIRS**
- **NO ELECTRICITY WILL BE PROVIDED**
- **BRING A TENT & WEIGHTS**

INDOOR VENDORS

Check-In: 9:00am - 12:15pm

- **8FT TABLE & 2 CHAIRS ARE PROVIDED**
- **BRING ZIP TIES TO HANG BANNER / SIGNAGE**

General Terms:

- Pride will be held rain or shine. No refunds or transfers will be granted under any circumstances.
- All vendors are required to set up prior to 12:30 pm, but no earlier than 9:00 am on the day of the event. Booths must be staffed between 1:00 pm and 7:00 pm. Food trucks and food vendors cannot leave the footprint until 7:00 pm. **NO VENDOR WILL BE ALLOWED TO DRIVE IN THE FESTIVAL FOOTPRINT BETWEEN THE HOURS OF 12:30 PM & 7:00 PM.** Booths removed before 7:00 pm must be carried outside of the footprint to vehicles. No discount will be provided to vendors who elect to leave early.
- Space Coast Pride will not be responsible for the loss, theft or damage of any vendor's property during the event.
- There is **NO NUDDITY OF ANY KIND ALLOWED.** Please remember that this is a family friendly event and any participants not adhering to this requirement will be dismissed from the event by City of Melbourne officials or Space Coast Pride board of directors.
- No vendor will be permitted to use any electronic sound, electronic amplification, or electronic musical devices at any booth without prior written approval.
- In the event any vendor is not licensed to conduct business in the State of Florida, Brevard County and/or the City of Melbourne, vendor shall contact the appropriate agency for special event licensing requirements. Space Coast Pride will not issue any refunds should Brevard County and/or the City of Melbourne prohibit any vendor from participating in Pride for failure to comply with the Code of Ordinances for Brevard County and/or the City of Melbourne.
- Vendors selling merchandise are responsible for reporting and paying all sales taxes to city/county/state.
- Vendors **MAY NOT** sell soda, juice, bottled water, or beer. **ONLY** food vendors may sell beverages. **ONLY** Space Coast Pride may sell alcohol.



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Vendor Specific Terms:

- Any material deemed inappropriate by Space Coast Pride WILL NOT be permitted to be sold OR displayed at the Pride festival, and ALL ITEMS appropriate for individuals 18 and over must be concealed from view of passing public, and only shown to those presenting valid identification for age verification.
- No displays over eight (8') feet in height will be permitted without prior written approval. Also, no displays shall impede potential customers from viewing vendors on any side of your vendor spot.
- **Only one vehicle per space will be allowed into the festival area.** There is a limited amount of room for vehicles inside the festival so there will be a 15 minute time limit for unloading at your booth. Our staff volunteers will be scattered throughout the vendor footprint to assist you in unloading your equipment. Once you have unloaded, you must move your vehicle to a public parking space. Public parking areas are illustrated on the map in this packet for your convenience. Please be considerate of your fellow vendors who will also need to get in and out of the area as quickly as possible.

Outdoor Vendor Specific Terms:

- No canopy, table, chairs, extension cords, duct tape, nor equipment of any kind, will be provided for outdoor booths. Plan according to Florida weather conditions. Indoor vendors will be provided with one table and two chairs per vendor spot.
- Electrical service will only be provided to food vendors who can fit in a standard 10x10' vendor spot (not food truck vendors).

Indoor Vendor Specific Terms:

- Indoor vendors will be provided with one table and two chairs per vendor booth. No extension cords, duct tape, nor equipment of any kind, will be provided.
- Limited electrical service is available. Bring extension cord and power strips.

Food Vendor Specific Terms:

- Food vendor check-in/setup from 8:30am – 10:30am and be ready by 11:45am for inspection with City of Melbourne.
- Food vendors MUST provide their own generator. **NO ELECTRICITY** will be provided for food vendors.
- Food vendors must list ALL items being sold and agree that no other items will be sold on the day of the event.
- Food vendors must provide insurance and licensing information during the registration process.
- Food vendors must provide an up-to-date, inspected, certified and tagged fire extinguisher to be kept in their booth or food truck at all times during the Space Coast Pride event.



SATURDAY SEPTEMBER 28, 2019
PARADE 2:00PM
FESTIVAL 1:00PM - 7:00PM

For questions, please contact
Chad Gilezan at
Vendor@SpaceCoastPride.org
or visit
www.SpaceCoastPride.org



2019 Space Coast Pride Festival & Parade

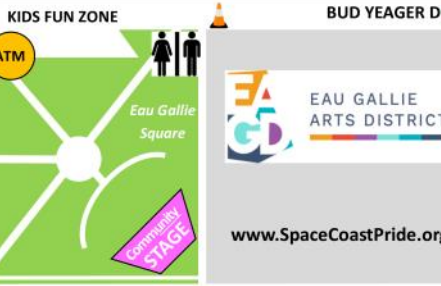
Vendor Packet



2019 Festival Map



SEPTEMBER
28
2019
FESTIVAL
 1 PM - 7 PM
PARADE
 2 PM





2019 Space Coast Pride Festival & Parade

Vendor Packet



Detailed 2019 Festival Map



LEGEND

- Vendors
- Food
- Bar
- Info & First Aid
- ATM
- Toilets

SEPTEMBER
28
2019
FESTIVAL
1 PM - 7 PM
PARADE
2 PM

Presented by:
 L3HARRIS™

EAU GALLIE ARTS DISTRICT

www.SpaceCoastPride.org



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**PARADE CHECK-IN
12:30AM - 1:30PM**

SATURDAY SEPTEMBER 28, 2019

PARADE 2:00PM

PARADE Lineup SPOTS will be given at CHECK-IN

Parade Specific Terms:

- There will be no throwing of anything into the crowd of parade spectators. Any give away items must be handed to spectators.
- There will be NO NUDITY OF ANY KIND ALLOWED. Please remember that this is a family friendly event and the City of Melbourne officials or Space Coast Pride board of directors will remove any parade participants not adhering to these requirements from the event.
- Failure to comply with the above terms and conditions may result in expulsion or exclusion from Pride and the forfeiture of any application/vendor/sponsorship fees.
- Parade Lineup will be given when you arrive .



For questions, please contact
Chad Gilezan at
Vendor@SpaceCoastPride.org
or visit
www.SpaceCoastPride.org

**PARADE CHECK-IN /
MARSHALLING LOCATION:**

USE ADDRESS:
**801 McCLENDON STREET
MELBOURNE, FL 32935**



FLORIDA DEPARTMENT OF REVENUE · MELBOURNE SERVICE CENTER

6300 N Wickham Rd #133A · Melbourne FL 32940

Michele.Elkins@floridarevenue.com · Phone:321/757-7072 · Fax: 321/757-7078

NOTICE TO ALL VENDORS

WHO MUST COLLECT SALES TAX? -ALL VENDORS SELLING TAXABLE TANGIBLE PERSONAL PROPERTY ARE REQUIRED TO COLLECT & REMIT SALES TAX - 12A-1.037 (1)(C), F.A.C., states..."The sale of any tangible personal property made by a person on the same commercial premises or from a location in competition with other dealers are required to collect tax on the sale of tangible personal property, even though the sale may otherwise qualify as an occasional or isolated sale, it is not an occasional or isolated sale and is taxable."

WHO MUST REGISTER AS A DEALER WITH THE FLORIDA DEPARTMENT OF REVENUE? - If you or your organization is involved in more than two (2) events within a twelve month period, you are required to register with the Department of Revenue, and report the tax as a registered dealer. Remember sales tax is still due even if you are not a registered dealer.

WHAT IF I AM ALREADY REGISTERED WITH THE FLORIDA DEPARTMENT OF REVENUE? - Please notify the above office via mail, fax, phone or email. Tax number: _____

HOW DOES THE FLORIDA DEPARTMENT OF REVENUE KNOW IF I COMPLY WITH FLORIDA LAW? -The Florida Department of Revenue is required to survey special events/trade shows for compliance under 212.13, F.S.

HOW DO I SEND IN MY SALES TAX FOR THIS EVENT IF I AM NOT A REGISTERED DEALER? - The Department has attached a form DR-15 (sales and use tax return) below for reporting the tax collected at this event.

DR-15 INSTRUCTIONS:

Column 1 - Enter the total gross sales (Total sales no tax included)

Column 2 - Enter any tax exempt sales

Column 3 - Enter taxable amount (gross sales less exempt sales)

Column 4 - Enter tax collected (***New Rate***Brevard County Fl tax rate 7.0%) see back of form for bracket card rates

Lines 5,7,10 - Enter tax collected

Line 12 - If your return is postmarked after the 20th day past the collection period, call service center for penalty.

Line 13 - Interest (rates are subject to change, call service center for current rate)

Line 14 - Add lines 10,12,13 This is your total amount due.

Sign back of the return and make your check payable to the Florida Dept. of Revenue and return to the above address.

Sales and Use Tax Return

PLEASE DO NOT SEND CASH THROUGH THE MAIL

DR-15 R. 01/03

Table with 5 columns: Florida, I. Gross Sales, 2. Exempt Sales, 3. Taxable Amount, 4. Tax Collected. Includes a section for 'IF YOU ATTENDED THIS EVENT YOU MUST FILE THIS RETURN OR PROVIDE YOUR TAX NUMBER...' and a grid for tax return details including Certificate No., Collection Period, and various tax amounts.

DUE: 20th Day of the following month after event

Space Coast Pride 2018

0600 0 20180930 0001003031 7 4000001189 9516 0

Florida Department of Revenue

Amount of Sale	Tax	Amount of Sale	Tax
.10 - .14	.01	5.10 - 5.14	.36
.15 - .28	.02	5.15 - 5.28	.37
.29 - .42	.03	5.29 - 5.42	.38
.43 - .57	.04	5.43 - 5.57	.39
.58 - .71	.05	5.58 - 5.71	.40
.72 - .85	.06	5.72 - 5.85	.41
.86 - 1.09	.07	5.86 - 6.09	.42
1.10 - 1.14	.08	6.10 - 6.14	.43
1.15 - 1.28	.09	6.15 - 6.28	.44
1.29 - 1.42	.10	6.29 - 6.42	.45
1.43 - 1.57	.11	6.43 - 6.57	.46
1.58 - 1.71	.12	6.58 - 6.71	.47
1.72 - 1.85	.13	6.72 - 6.85	.48
1.86 - 2.09	.14	6.86 - 7.09	.49
2.10 - 2.14	.15	7.10 - 7.14	.50
2.15 - 2.28	.16	7.15 - 7.28	.51
2.29 - 2.42	.17	7.29 - 7.42	.52
2.43 - 2.57	.18	7.43 - 7.57	.53
2.58 - 2.71	.19	7.58 - 7.71	.54
2.72 - 2.85	.20	7.72 - 7.85	.55
2.86 - 3.09	.21	7.86 - 8.09	.56
3.10 - 3.14	.22	8.10 - 8.14	.57
3.15 - 3.28	.23	8.15 - 8.28	.58
3.29 - 3.42	.24	8.28 - 8.42	.59
3.43 - 3.57	.25	8.43 - 8.57	.60
3.58 - 3.71	.26	8.58 - 8.71	.61
3.72 - 3.85	.27	8.72 - 8.85	.62
3.86 - 4.09	.28	8.86 - 9.09	.63
4.10 - 4.14	.29	9.10 - 9.14	.64
4.15 - 4.28	.30	9.15 - 9.28	.65
4.29 - 4.42	.31	9.29 - 9.42	.66
4.43 - 4.57	.32	9.43 - 9.57	.67
4.58 - 4.71	.33	9.58 - 9.71	.68
4.72 - 4.85	.34	9.72 - 9.85	.69
4.86 - 5.09	.35	9.86 - 10.09	.70

Amount of Sale	Tax	Amount of Sale	Tax
10.10 - 10.14	.71	15.10 - 15.14	1.06
10.15 - 10.28	.72	15.15 - 15.28	1.07
10.29 - 10.42	.73	15.29 - 15.42	1.08
10.43 - 10.57	.74	15.43 - 15.57	1.09
10.58 - 10.71	.75	15.58 - 15.71	1.10
10.72 - 10.85	.76	15.72 - 15.85	1.11
10.86 - 11.09	.77	15.86 - 16.09	1.12
11.10 - 11.14	.78	16.10 - 16.14	1.13
11.15 - 11.28	.79	16.15 - 16.28	1.14
11.29 - 11.42	.80	16.29 - 16.42	1.15
11.43 - 11.57	.81	16.43 - 16.57	1.16
11.58 - 11.71	.82	16.58 - 16.71	1.17
11.72 - 11.85	.83	16.72 - 16.85	1.18
11.86 - 12.09	.84	16.86 - 17.09	1.19
12.10 - 12.14	.85	17.10 - 17.14	1.20
12.15 - 12.28	.86	17.15 - 17.28	1.21
12.29 - 12.42	.87	17.29 - 17.42	1.22
12.43 - 12.57	.88	17.43 - 17.57	1.23
12.58 - 12.71	.89	17.58 - 17.71	1.24
12.72 - 12.85	.90	17.72 - 17.85	1.25
12.86 - 13.09	.91	17.86 - 18.09	1.26
13.10 - 13.14	.92	18.10 - 18.14	1.27
13.15 - 13.28	.93	18.15 - 18.28	1.28
13.29 - 13.42	.94	18.29 - 18.42	1.29
13.43 - 13.57	.95	18.43 - 18.57	1.30
13.58 - 13.71	.96	18.58 - 18.71	1.31
13.72 - 13.85	.97	18.72 - 18.85	1.32
13.86 - 14.09	.98	18.86 - 19.09	1.33
14.10 - 14.14	.99	19.10 - 19.14	1.34
14.15 - 14.28	1.00	19.15 - 19.28	1.35
14.29 - 14.42	1.01	19.29 - 19.42	1.36
14.43 - 14.57	1.02	19.43 - 19.57	1.37
14.58 - 14.71	1.03	19.58 - 19.71	1.38
14.72 - 14.85	1.04	19.72 - 19.85	1.39
14.86 - 15.09	1.05	19.86 - 20.09	1.40

I hereby certify that this return has been examined by me and to the best of my knowledge and belief is a true and complete return

Signature of Dealer

Date

Signature of Preparer

Date

Discretionary Sales Surtax

15(a). Exempt Amount of Items Over \$5,000	15(a). _____
15(b). Other Amounts in Column 3 NOT Subject to Surtax	15(b). _____
15(c). Amounts Subject to Surtax at a Rate DIFFERENT than Your County Surtax Rate	15(c). _____
15(d). Total Surtax Amounts Collected.....	15(d). _____

16. Total Enterprise Zone Jobs Credits (included in Line 6)..... 16. _____
17. Taxable Sales and Purchases of **Farm Equipment**—2.5% Rate (included in Line A)..... 17. _____
18. Taxable Sales and Purchases of **Electrical Power or Energy**—7% Rate (included in Line A)..... 18. _____
19. Taxable Sales and Purchases of **Dyed Diesel Fuel**—6% Rate (included in Line A)..... 19. _____
20. Taxable Sales from Amusement Machines(included in Line A)..... 20. _____