



Food Vendor Contract
GFWC St. Petersburg Junior Woman's Club
Deck the Halls Holiday Market
Saturday, December 5, 2026

1. Hours of the event are from 11 am - 4 pm, Saturday, December 5, 2026, at St. Petersburg Shuffleboard Club, 559 Mirror Lake Dr N, St Petersburg, FL 33701. Food truck vendors need to be prepared to stay for the entirety of the event.
2. There are limited spaces for food trucks/vendors. Individual space cannot exceed 20 ft. (L) x 10 ft. (W). Food vendors must be in the assigned spot by 9:30 am, no vehicles will be permitted to drive on the grounds after 9:30am. Additional vehicles, other than the truck serving food, will need to park in the neighborhood surrounding the Shuffleboard Club, not in the Sunshine Center parking lot as that lot is reserved for guests.
 - **Arrival time:** 9:00am - 9:15am
 - **Set up complete:** 10:30 am
 - **Ready to serve food:** 10:45 am
 - **Clean up time:** 4:00pm - no earlier
3. Condiment tables are welcome, provided they fit within the space provided. Food vendors are responsible for any power source, water and supplies needed. Please bring your own trash can(s). There is a dumpster on the property for you to place your trash bags in after 4:00pm. There is no need to provide any tables or chairs for event attendees.
4. Beverage and Sweets Sales Policy - All beverage and dessert sales for this event are exclusively managed by the St. Petersburg Junior Woman's Club as part of our fundraising efforts. **Food vendors are not permitted to sell drinks or sweets of any kind**, including, but not limited to desserts, candy, water, juice, soft drinks, coffee, tea, lemonade, or alcohol.
5. Vendors are responsible for maintaining their own cash boxes. GFWC St. Petersburg Junior Woman's Club and/or St. Petersburg Shuffleboard Club assume no responsibility for lost, stolen or damaged merchandise. The vendor will be responsible for collecting Florida State Sales Tax and remitting to the Florida Department of Revenue. Food vendors must comply with all applicable Florida state and local health regulations and licensing requirements. Vendors are responsible for safe food handling, preparation, and storage. Cooking equipment must comply with all fire safety regulations.
6. Vendors are responsible for providing their own liability insurance with \$1,000,000 coverage. GFWC St. Petersburg Junior Woman's Club and St. Petersburg Shuffleboard Club must be named as additional insureds on your liability policy for the event. You must email an original copy of coverage to spjwcfundraisers@gmail.com. GFWC St. Petersburg Junior Woman's Club and/or St. Petersburg Shuffleboard Club assume no responsibility and shall not be liable for injury, illness, death, loss, expense, claim, or damage, caused by the vendor's vehicle, food, supplies, or arising out of or relating in any way to the vendor doing business at Deck the Halls Holiday Market at St. Petersburg Shuffleboard Club.
7. Vendor Fee for one outside food vendor space:
 - **\$75.00 early bird received and paid by July 15, 2026**
 - **\$85.00 after July 15, 2026**

This amount is due with the return of this contract. Payment must be received to secure your space. Payment methods:

- Zelle to payments@spjwc.org
- Venmo (@SPJWC)
- Checks may be made payable to *GFWC St. Petersburg Junior Woman's Club*
- Credit card payments by phone will be accepted with an additional \$2 transaction fee

This is a rain-or-shine event. No rain dates or weather-related refunds will be provided. There will be no refunds after November 6, 2026. You may mail your contract or submit a digital contract. For a digital contract, please contact spjwcfundraisers@gmail.com and request an electronic signature document. **Note: all non-digital contracts and checks must be mailed to the P.O. Box below, NOT the event address.**

8. The deadline for all vendor applications is October 15, 2026. Applications received after this date will not be guaranteed a space. Vendor selection will consider menu variety to limit duplication. Eligible applicants who did not receive a space assignment will be asked to join a waiting list. Available spaces will only be filled from this list.

VENDOR INFORMATION

Food Vendor Name: _____ **Size of food truck/space required:** _____

Title/Business: _____

Business/Home Address: _____

Website/Social Media Handles: _____

Phone # (s): _____ **Email address:** _____

MENU DESCRIPTION

Include all food items to be sold, as we will consider menu variety to limit duplication of similar food items.

Payment Preference (check one):

Zelle payments@spjwc.org Venmo [@SPJWC](https://venmo.com/SPJWC) Credit Card (by phone) Check

By signing this application, the vendor agrees to abide by all event rules and releases and holds harmless GFWC St. Petersburg Junior Woman’s Club and the St. Petersburg Shuffleboard Club, including their directors, employees, volunteers, and affiliates, from any liability for personal injury, property damage, or loss or theft of items occurring before, during, or after the event, including travel to and from the event.

Signature: _____ Date: _____

Printed Name: _____

Please sign and return contract with payment to:
GFWC SPJWC, Attn: Food Vendor Chair
P.O. Box 40333, St. Petersburg, FL 33743-0333
NO correspondence should be sent to the event address.

Please return your completed contract promptly, as space is limited.

Questions? Please email us at spjwcfundraisers@gmail.com.
Lori Cullen and Jennifer Masterton - 2026 Food Vendor Co-Chairs
Amy Fattori and Jennifer Masterton - 2026 Deck the Halls Holiday Market Co-Chairs