



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

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**FOUNDERS DAY - Saturday, May 3, 2025**

## **ARTS AND CRAFTS SHOW ENTRY FORM**

You are invited to participate in the Town of Melbourne Beach's annual Founders Day Arts and Crafts Show. Annually, attendees look forward to this popular event. This year to assist in spacing there will be a limitation of exhibitor booths. Both seasoned artists and enthusiastic hobbyists creating original works in any media are encouraged to apply.

Accompanying your entrance fee and application, please submit **three printed photographs of the art or craft to be displayed and sold (Photos will not be returned)**. Entrants will be screened for quality, originality and for fitting with a family-friendly show. All works must be original and created by the artist or artisan. Any mass-produced, commercial buy/sell/resale items are prohibited and Town Staff shall have the sole discretion to require the removal of any items that violate guidelines, including the removal of exhibitor from show. Town Staff reserve the right to reject any potential applicant and will return the accompanying booth fee. All decisions will be final.

### **Requirements**

1. Location assignment is the sole authority of the Melbourne Beach Town Staff.
2. Spaces are limited. Your space **will not be secured until payment of the vendor fee** is made, even if all documents are received.
3. A 10' x 10' space will be reserved. You may put up a cover or canopy with poles and provide your own table. Transportation & set-up of your merchandise and booth is solely your responsibility. There will be **NO PARKING** at Ryckman Park, **ONLY UNLOADING**. It is your responsibility to find parking accommodations.
4. All participants must set up by 7:30 a.m. and must stay open until 5:00 p.m., **NO EXCEPTIONS**. You may set up the night before, which is highly suggested. The Town will provide routine close patrol by law enforcement personnel throughout the night but there **WILL NOT** be overnight security.
5. You must make arrangements to set up your booth – Town staff will **NOT** be able to assist.
6. No refunds after **Friday, April 18, 2025. NO EXCEPTIONS**. There are no refunds offered for inclement weather.
7. Must adhere to the **Prohibition of Single Use Plastics and Styrofoam Regulations** as attached to the application. Your signature below notes your understanding and agreement.

The number of vendors shall be limited. The deadline to submit **vendor forms along with payment** will be **Friday, April 18, 2025 or until spaces run out**.

Phone: (321) 724-5860 | [melbournebeachfl.org](http://melbournebeachfl.org) | Fax: (321) 984-8994

Brevard County's Oldest Beach Community - Established 1883



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**Mail to:** Town of Melbourne Beach, 507 Ocean Avenue, Melbourne Beach, FL 32951  
You may also email your form to **office@melbournebeachfl.org** and call Town Hall at **321-724-5860** to make your payment.

The Town accepts checks, cash, and credit card (Visa, MasterCard, and Discover).  
**Make checks payable to:** "Town of Melbourne Beach"

## Fee Schedule

Entry Fee (each space): \$70.00 plus 7% tax = **\$74.90**

Name:	
Address:	
Cellphone #:	
Email Address:	
Description of Art or Craft:	
Amount enclosed: \$ _____ for _____ space(s).	

**I understand and agree to the requirements listed above including #7.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use only: \$ \_\_\_\_\_ paid by Cash, Credit, or Check # \_\_\_\_\_

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