



VENDOR CONTRACT
March 15-18, 2018

Please reserve the following for my company: _____
 (Vendor Name)

Live Oak International provides one (1) 8' table and two (2) folding chairs for each vendor booth.

Size of Booth	Cost per space	Total Costs
10' x 20' tent space	<input type="checkbox"/> \$550 each space	\$ _____
20' x 20' tent space	<input type="checkbox"/> \$900 each space	\$ _____
Your own trailer	<input type="checkbox"/> \$900 each space	\$ _____
	Additional 8' Tables @ \$20 each _____	\$ _____
	Additional Chairs @ \$5 each _____	\$ _____
	Grand Total Due*:	\$ _____
	Payment in full due on or before February 10, 2018*:	\$ _____

Please note re Electrical service: There is no electric service available for vendors at Live Oak International. If your booth needs electric, please bring an adequate, quiet generator.

Please make checks payable to "Live Oak International" or complete the credit card authorization form attached and mail to:

Live Oak International
 PO Box #772109
 Ocala, FL 34477

Email all vendor questions to: *vendors@liveoakinternational.com*

Include your Certificate of Insurance including additional insured with your form, Sales Tax ID, and Worker's Compensation and Employment Liability along with payment & contract.

***Vendor contracts will not be accepted until complete package is received INCLUDING full payment.** Until such time your vendor space shall not be considered booked.

_____ LOI

_____ Vendor

This Agreement is entered into between Live Oak International (THE EVENT) and THE VENDOR with reference to the following:

Vendor Initials

1. The VENDOR will lease space for a commercial exhibit during the Live Oak International to be held March 15-18, 2018 at Live Oak Plantation in Ocala, Florida, located at 2215 SW 100th Avenue, Ocala, FL 34481. _____
2. Vendor space rates for 2017 are: \$ 550 for 10'x20' or \$900 for 20'x20' or your own trailer. _____
3. The EVENT, at its sole discretion, will determine vendor booth locations, assign individual spaces to the VENDOR and make change thereto. The VENDOR will not assign, share, sublet or transfer any portion of their assigned space. _____
4. The actual conduct and management of the show is governed by the Live Oak International Organizing Committee to which all matters of business and any disputes shall be directed and which has sole authority to resolve any and all such matters. The EVENT reserves the right, in any matter of disagreement, to return any fees paid by the VENDOR and thereby discharge completely its obligation under this contract. _____
5. The VENDOR agrees to comply with all local, state, and federal statutes and regulations pertaining to activities of this nature, as well as Rules and Procedures of the EVENT. The VENDOR is required to collect Florida State sales tax on all sales subject to Florida Sales Tax. Those who do not have a Florida Department of Revenue sales tax ID number will need to contact the Department of Revenue for a temporary sales tax form. The VENDOR must provide a copy along with signed contract. _____
6. The VENDOR shall provide a Certificate of Insurance evidencing a policy with a minimum of One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000) aggregate in Combined Single Limit Bodily Injury and Property Damage insurance, including products/completed operations naming as *Specifically Designated Additional Insured*: Live Oak Plantation Combined Driving, Inc. d/b/a Live Oak International; Live Oak Stud; Chester Weber; Juliet W. Reid; Charlotte C. Weber; and Weber Year 2001 Revocable Agreement of Trust. _____
7. If the VENDOR is required by the State of Florida to carry Worker's Compensation and Employment Liability (see attached memorandum), then the VENDOR also must provide a Certificate of Insurance for Workers' Compensation and Employment Liability in the amount of no less than One Hundred Thousand Dollars (\$100,000.00) per occurrence. _____

_____ LOI

_____ Vendor

- 8. The VENDOR expressly releases and discharges the EVENT from any and all liabilities, loss, injury, and damages to either persons or property that may be sustained on or about the premises or in connection with said commercial exhibit. The responsibility for safety and security of the commercial exhibit and its contents are the responsibility of the VENDOR leasing the space. _____
- 9. Vendor space will be assigned inside provided tents and will include one (1) 8' table and two (2) folding chairs for each 10'(w) x 20' (d) or 20'(w) x 20' (d) space. _____
- 10. No water is available. _____
- 11. No electric service is provided to vendor booths, so each vendor needing electricity must provide a small QUIET generator _____
- 12. All exhibits, merchandise, etc. MUST BE CONTAINED WITHIN THE TENT itself, except that signs and small displays may be placed outside, but not to extend more than 3 feet beyond the tent wall. _____
- 13. At check-in each vendor will receive a Vendor Parking pass which will allow entry to the grounds and parking in the designated vendor parking area. _____
- 14. Vehicles will be allowed in the tented area before and after the event for loading and unloading. They must be removed to the parking area as quickly as possible and at no time block emergency access. _____
- 15. Check in times: Tuesday March 13: Noon - 4pm, Wednesday March 14: 10am - 4pm. Thursday - Saturday by appointment but BEFORE 8am or AFTER 4pm. _____
- 16. It is agreed that the governing law will be Florida Law if any legal dispute arises. It is also agreed that in the jurisdiction of this contract is Marion County, Florida. Any and all legal matters that may arise shall be set in Marion County Florida under Florida Law. _____
- 17. A signed contract and *payment* must be received by February 10, 2018 to guarantee a space. Refunds can only be made on contracts cancelled before February 10, 2018. _____

Vendor business name: _____

Contact person: _____

Address: _____

City/State/Zipcode: _____

_____ LOI

_____ Vendor

Office Phone _____ Cell Phone _____

Email: _____

Accepted and Agreed, by and between:

For: Live Oak International

For: Vendor

Live Oak International

Vendor

Date

Date

_____ LOI

_____ Vendor


Coverage Requirements

Employers conducting work in the State of Florida are required to provide workers' compensation insurance for their employees. Specific employer coverage requirements are based on the type of industry, number of employees and entity organization. To determine coverage requirements for a specific employer, the following information is provided by the Bureau of Compliance.

Need assistance? Call (850) 413-1609, [Email](#) or [Visit Us](#)

Construction Industry - One (1) or more employees, including the owner of the business who are corporate officers or Limited Liability Company (LLC) members. For a list of the trades considered to be in the construction industry see [69L-6.021](#) Florida Administrative Code.

Non-Construction Industry - Four (4) or more employees, including business owners who are corporate officers or Limited Liability Company (LLC) members.

Please note: Non-construction industry Sole Proprietors or partners in a Partnership are not employees unless they want to be included on the business' Workers' Compensation Insurance policy and file a form [DWC 251](#)  with the Division of Workers' Compensation.

Agricultural Industry - Six (6) regular employees and/or twelve (12) seasonal workers who work more than 30 days during a season but no more than a total of 45 days in a calendar year.

Out of State Employers must notify their insurance carrier that they are working in Florida. If there is no insurance, the out of state employer is required to obtain a Florida Workers' Compensation Insurance policy with a Florida [approved insurance carrier](#) which meets the requirements of Florida law and the Florida Insurance Code. This means that "Florida" must be specifically listed in Section 3A of the policy (on the Information Page).

An Extraterritorial Reciprocity clause in [the home state's](#) statute allows some out of state Employers to work in Florida temporarily using their home state's Workers' Compensation insurance policy.

Contractors are required to make certain that all sub-contractors have the required Workers' Compensation Insurance **before** they begin work on a project. To see the documentation that is required from a sub-contractor, see [69L-6.032 Florida Administrative Code](#).

If the sub-contractor does not have Workers' Compensation Insurance for its employees, those workers become the employees of the contractor. If an injury occurs, the contractor is responsible for paying the benefits for the work related injury, illness or fatality.

Exemptions are available to business owners who opt out of the insurance coverage protections for themselves and who meet the requirements for an [exemption](#).

Databases:

- [Proof of Coverage Database](#)
- [Construction Policy Tracking Database](#)
- [Non-Compliance Referral Database](#)



LIVE OAK INTERNATIONAL | MARCH 15-18, 2018

Live Oak Plantation Combined Driving Inc. DBA Live Oak International

P.O. Box 772109 Ocala, FL 34477-2109

Fax 352.622.1860 sponsorship@liveoakinternational.com

Reservation Form

Sign and complete this form to authorize Live Oak International to make a one-time charge to your credit card listed below.

Account Type: (Check one) Visa Mastercard Discover Amex Check

(If paying by check, please make check payable to **Live Oak International** and remit to the address above.)

Account Number

Expiration Date Security Code

Cardholder Name _____

Billing Address _____

City / State / Zip _____

Phone Number _____

Email Address _____

AUTHORIZATION

By signing this form you give us permission to debit your account for the amount indicated above. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account. *All credit card transactions are subject to a 3.5% surcharge.*

Signature _____

Date _____