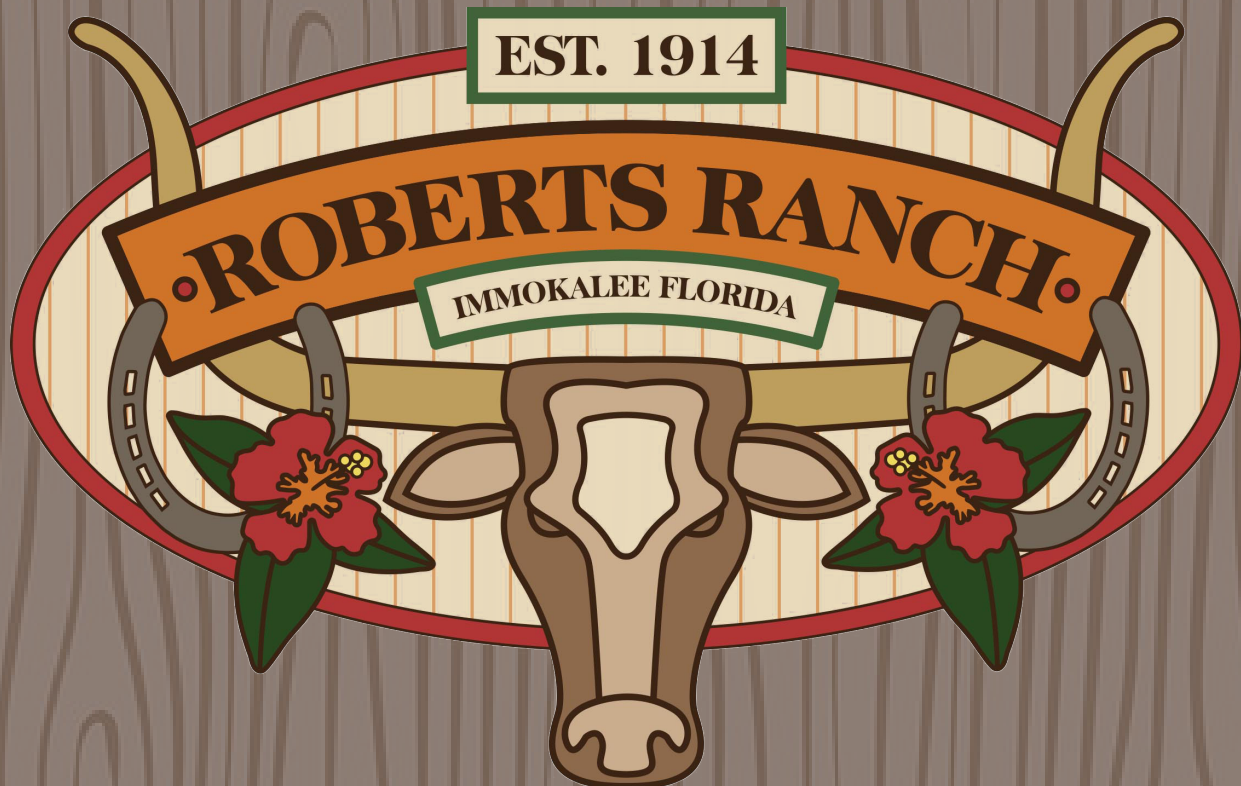


COLLIER COUNTY MUSEUMS PRESENTS:

2023 IMMOKALEE CATTLE DRIVE & JAMBOREE FOOD VENDOR GUIDE

Experience the pioneer spirit and rich agricultural history of Florida's heartland with a cattle drive and jamboree at the Immokalee Pioneer Museum at Roberts Ranch.

The cattle drive starts along Main Street in Immokalee led by cattle boss Heather Cleckler, descendant of the Roberts family, and leads to Roberts Ranch, a former farmstead listed on the National Register of Historic Places and operated as a Collier County museum. Activities and entertainment kick off when the cows come home and include storytelling, roping and whip cracking demonstrations, traditional food demonstrations, music, craft and food vendors, and so much more. Bring the whole family to the kids' korral with petting zoo, games, and crafts.



Event Attendance

2023's vendors included 12 cultural organizations, 9 traditional craft exhibitors, 5 food vendors, and 5 vendors from other sectors



2023's attendance reached nearly 3K, with the most represented demographic groups being families and those living in Collier and Lee County.

Event attendance has been increasing, with 2023's event having a 133% increase in attendees compared to 2022



Details at a Glance

Application Process

The number of food vendors will be limited. We seek to provide a variety of offerings and to create an atmosphere where each vendor has the maximum potential for success. Cooked food vendors must meet all the county requirements for special events on county property including business license, ServSafe certification, and insurance (detailed on next page). All interested vendors who complete the application process in full will be considered for participation.

Important Information

- Food vendor fee entitles vendor to 15' of frontage space. Vendors must supply their own tables, chairs, materials, canopy tent(s), staff, rain protection, and all other necessary supplies.
- Food, merchandise, and services offered must be consistent with the goal of the event. We encourage vendors to decorate their booth in a heritage theme.
- A maximum of 10 cooked food vendors will be permitted to provide for over 3,000 guests. Please plan accordingly.
- Vendors must be set up with the appropriate current, tagged fire extinguisher required by law on Friday, March 8th at 4:00 PM for Fire Inspection. If vendors fail to meet fire inspection, they will not be able to participate as a cooked food vendor in the Immokalee Cattle Drive & Jamboree and will not receive a refund of the vendor fee.
- Vendors may not create or sell items bearing the event name or likeness without express prior written permission from event organizers.
- Approved vendors are encouraged to use all promotional outlets that are at their disposal to promote the event and their involvement in it.

Application Submission

Vendors will be notified of their participation status via email within two weeks of their packet being submitted. If approved, instructions will be provided on how to pay the \$200 vendor fee.

Please email your completed applications to: Helen.Midney@CollierCountyFL.gov OR mail/drop off applications at:

Immokalee Pioneer Museum at Roberts Ranch

1215 Roberts Avenue West

Immokalee, FL 34142

Questions? Call us at (239) 252-2611

Schedule

1/31/24	Application Deadline
2/17/24	Vendor Materials Deadline*
3/5 – 3/8/24	Event Setup; Please Schedule Ahead
3/8/24	Fire Inspection
3/9/24	2024 Immokalee Cattle Drive & Jamboree
7:00 AM	Property opens to vendors.
9:00 AM	Vendor property entrance closes; vendors must relocate vehicles to vendor parking.
10:00 AM	Event opens to the public.
11:00 AM	Cattle drive concludes; expect to be busiest.
12:00 – 3:00 PM	Vendor call outs and announcements.
3:00 PM	Vendor takedown begins; vendor vehicles are permitted on the property after guests have vacated the event areas.

Vendor Materials Checklist:

- Payment of \$200. Cash or check accepted. Make checks payable to Collier County Museums.
- Certificate of Insurance (COI) naming Collier County as additional insured with \$500,000 single/\$1,000,000 aggregate limits (sample to be provided).
- Workman's Compensation at \$500,000 unless sole proprietor or otherwise exempt by law.
- ServSafe Food Protection Manager Certification.
- High resolution logo or company image for promotional purposes.
(accepted filetypes: .PDF, .EPS, .AI, .PNG, .JPG)
- Information on company and offerings for stage announcements.
(sample to be provided)

Count me in!

Please complete and return both sides of the vendor form.

Business Name: _____

Primary Contact: _____ # of People at Booth: _____

Company Phone Number: (____) _____ Email Address: _____

Website (if applicable): _____

Mailing Address: _____

Food and Drink Offerings: _____

Your electrical requirements (if applicable): _____

Your Cooking and Service Setup and Size (including tables, tent, trailer, grill, etc.):

Any additional information about your business that you need to explain:

I have attached a copy of my county business tax receipt.

I have attached a copy of my Department of Business and Professional Regulation's license.

Initial: _____ **Date:** _____

Saturday, March 9th

Please complete and return both sides of the vendor form.

Acknowledgements

- If accepted, I will supply Certificate of Insurance (COI) naming Collier County as additional insured with \$500,000 single/\$1,000,000 aggregate limits, plus \$500,000 worker compensation coverage (as applicable), prior to the event. A sample COI provided with your approval.
- If accepted, I will supply ServSafe Food Protection Manager Certification.
- If accepted, I will be set up with all cooking equipment and the appropriate current, tagged fire extinguisher required by law by Friday, March 8th at 4:00 PM for Fire Inspection.
- If I fail to meet fire inspection, I will not be able to participate as a vendor in the Immokalee Cattle Drive & Jamboree and I will not receive a refund of my vendor fee.

To the maximum extent permitted by Florida law, the Vendor shall indemnify and hold harmless Collier County, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Vendor or anyone employed or utilized by the Vendor in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph. This section does not pertain to any incident arising from the sole negligence of Collier County.

Signature: _____ **Date:** _____

Make checks payable to "Collier County Museums"

Please contact Helen Midney, Museum Manager

By phone: 239-252-2604

By email: Helen.Midney@colliercountyfl.gov

By mail: Immokalee Pioneer Museum Attn: Helen Midney, 1215 Roberts Avenue West Immokalee, Florida 34142