



First Coast Cultural Center

Application and Agreement Form

# Spring Artisan Festival 2026

## Application Dates

**All applications and payment must be submitted by March 14, 2026**

Email this form to: [programs@firstcoastculturalcenter.org](mailto:programs@firstcoastculturalcenter.org)

Email Subject: Artisan Festival 2026 Application and Agreement Form\_YOUR NAME

## Event Dates and Times

Saturday, March 28, 2026 from 10 am – 4 pm

## First Coast Cultural Center

6000B Sawgrass Village Circle

Ponte Vedra Beach, FL 32082

## Vendor Information:

Vendor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Links (Please include, Facebook, Etsy, Instagram, etc. and social media handles):

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Day of Event Contact Name & Number:

\_\_\_\_\_

Description of Merchandise (Please attached digital images to this application):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## First Coast Cultural Center

### Application and Agreement Form Booth Options

#### Outside Parking Spot

- ☐ One Parking Spot (9' x 22') \$100 / \$80 for members

#### Inside Room

- ☐ One room inside (8' x 8.5' – Different shapes. View in person.) \$150 / \$125 for members

#### Payment Information

Upon acceptance you may pay online. You may also call 904.280.0614 with your credit card information or pay via check by mail to First Coast Cultural Center, 6000B Sawgrass Village Circle, Ponte Vedra Beach, FL 32082 once approved.

Payments are non-refundable. Make sure you email this form to [programs@firstcoastculturalcenter.org](mailto:programs@firstcoastculturalcenter.org) with example photos of your handmade items. Confirmation of your submission will be emailed to you.

#### Set-Up and Break-Down

Booth set-up will be during the day of for outside vendors on Saturday, March 28. We will send out times for vendors to arrive according to their placement in our parking lot starting at 7am and going until 9am.

Inside vendors may come on Friday between 10am and 3pm to set up their spots.

Break-down may start immediately after the event at 4:01pm.

**First Coast Cultural Center is not responsible for booth set up and breakdown.**

#### Details

Vendors are responsible for providing tablecloths, tabletop displays, chairs, fixtures, additional lighting, extension cords, etc. Tables are provided only for INSIDE vendors upon request for uniquely shaped wall spaces. Vendors are not permitted to touch or move artwork. Anything that you wish to hang on the walls must be approved by FCCC staff. Outdoor vendors will be responsible for bringing their own tables and chairs. First Coast Cultural Center is not responsible for any vendor inventory or personal items.

**First Coast Cultural Center does not guarantee product sales. Booth placement is based on product type. First Coast Cultural Center will not accept booth placement requests.**

#### Vendor Event Promotion

We ask for your partnership in promoting this event to your clients and marketing base. FCCC will promote via email, free online calendars, social media, and volunteer flyer distribution. This event will rely on word of mouth for popularity. You can help make this happen! Tag us on social media and share all **our** professionally created advertisements.

**This event is a FREE community event! Invite everyone you know to support yourself, other artisans, and FCCC.**

By signing/typing your name here, you agree to all the terms in this application and contract.

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Print Name

Signature

Date

First Coast Cultural Center  
6000B Sawgrass Village Circle  
Ponte Vedra Beach, FL 32082  
[www.firstcoastculturalcenter.org](http://www.firstcoastculturalcenter.org)  
[programs@firstcoastculturalcenter.org](mailto:programs@firstcoastculturalcenter.org)  
Phone: 904-280-0614