



SUMMER NIGHT LIGHTS

Summer Night Lights Vendor Information Packet 2026 Season | June - August

All vendors are required to read this packet thoroughly to prevent any confusion or misunderstanding regarding event policies, fees, expectations, and consequences.

Welcome to Summer Night Lights!

We're excited to invite local merchants, artisans, and food & beverage vendors to join our seasonal Friday night event. Our goal is to create a lively space for community connection while supporting local businesses and offering a go-to summer destination

Market Details

- **Location:** Boathouse Riverfront Park – 100 Memorial Pkwy, Palatka, FL 32177
- **Operating Hours:** 1st & 3rd Fridays, 5pm-9pm
- **2026:** June - August
- **Contact:** info@visitpalatka.com | 386-385-5511

Vendor Categories

- **Non-Profit Organizations:** Registered non-profit groups providing community outreach or fundraising efforts.
- **Farmer & General Vendors:** Locally grown produce, boutique goods, home items, apparel, baked goods, prepared foods, and specialty products.
- **Snack & Beverage Vendor:** Concession-style vendors offering specialty drinks and ready-to-enjoy snack items.
- **Food Vendors:** Foods & Beverages that are prepared on-site.

Vendor Guidelines

Product Requirements

- Vendors must possess all licenses and permits required by local and state regulations.
 - Only applicable IF you require a license to operate
- Food vendors are **required** to carry liability insurance and provide a Certificate of Liability Insurance.



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Setup, Arrival, and Teardown Requirements

- Food trucks set up in the parking lot **MUST** arrive prior to 4:00 PM.
 - **Late arrivals will not be permitted to set up for the event, and will not be refunded.**
- All vendors may begin setting up at 3:00 PM and must be fully set up by 4:45pm.
 - Vendors arriving after 4:45 PM will **not be permitted** into the event, **will not be refunded**, and the incident will be **documented**.
- All vendors may begin tearing down at 9pm and must be completed by 10pm.
- Vendors **must remain set up** and present until 9:00 PM, unless they are completely sold out.
- All vendor tents **must** be properly staked or weighed down.
- No vendors are permitted to drive onto the grassy area - No Exceptions.

Booth Information

- **Farmer & General Vendors:** 10' x 10' booth space
 - Vendors with tents larger than 10' x 10' must note this clearly on their application so they can be placed properly.
- **Food Vendors:** Ensure you specify your trailer or tent size needed to operate on your application so you can be properly placed.
- **Electricity:** Not provided — vendors should plan accordingly.
- No generators permitted unless you are a food vendor in the parking lot. No exceptions.
- A event coordinator will be on-site, *typically at the Visit Palatka Tent*, to assist vendors throughout the evening.

Booth Assignments

- Booth locations are assigned by event management based on vendor category, application order, and space availability.
- We **do not take booth placement requests — no exceptions.**
- **No changes will be made once the event map is finalized**, unless deemed necessary by event management.
- Vendors **must be very specific** when listing products on their application. We use this information to space out similar vendors and maintain product variety throughout the event.



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Booth Assignments (Cont.)

- We accept only a predetermined number of vendors per category to prevent oversaturation.
 - If a category is full, the applicant will be waitlisted and notified ASAP prior to the event start, if a booth becomes available.
- Vendor booth assignments, event information, and the official event map will be emailed on the Monday before each event.
- Vendors are responsible for reviewing **all emailed information** prior to arrival.

Application & Approval Process

1. **Complete the Vendor Application Form** (available via email request or at VisitPalatka.com)
2. **Submit Required Documents:**
 - Completed application
 - Certificate of Liability Insurance (for food vendors)
3. Applications are reviewed by event management. Approval or waitlist status will be sent via email, **turn around time varies.**

Fees

- **Farmer & General Vendor Booth Fee:** \$30 per event
- **Snack & Beverage Vendor:** \$60 per event
- **Food Vendor Fee:** \$75 per event
- **Non-Profit Organizations:** \$15 per event

Payment Requirements

- All invoices must be paid by the Wednesday the week before the event (9 days prior)
- All Payments are **non-refundable and non-transferable. No Exceptions.**

Late or Missed Payments

- If an invoice is not paid by the Wednesday the week before the event (9 days prior), the booth will be released to the next vendor on the waitlist.



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Cancellation & Refund Policy

- Cancellations will not be transferred to another event date if there is currently a waitlist for that specific vendor category.
- No-call/no-shows, early departures (unless sold out) failure to set up on time, late arrival, or repeated policy violations may result in being added to the Removed From Event List.

Removed From Event List

Vendors may be placed on the “Removed from Event” list and potentially barred from future events for the following:

- Arriving after 4:30pm
- Failing to complete set up by 4:45pm
- Leaving before 9pm without being sold out
- Failing to pay by required deadlines
- Repeated cancellations
- Violating event rules or refusing to comply with staff direction
- Misrepresenting products or categories

Payment Methods

- **Online Payment:** All payment links will be sent through Square to your email.
- We also Accept Cash & Checks made out to Visit Palatka

We will never ask for payment on social media or through email.

Additional Information

Weather Policy

The event operates rain or shine. In the event of severe or unsafe weather, cancellations or changes will be communicated via email and social media.

Code of Conduct

All vendors are expected to conduct themselves professionally and courteously.

Compliance

Vendors must follow all event rules, city regulations, and instructions from event staff. Failure to do so may result in immediate removal and/or future ineligibility.

To ensure you receive all communications, please add info@visitpalatka.com to your email contact list.

We look forward to having you as part of Summer Night Lights!