

**The Key West Cultural Preservation Society presents Conch Republic Days Street Fair**

Saturday – April 19th, 2025, Rain or Shine 8:00 a.m. – 7:00 p.m.

DUVAL STREET – Between Greene and Eaton Streets

**GENERAL INFORMATION (PLEASE KEEP THIS SHEET FOR YOUR REFERENCE)**

**1) SET UP** - The street will be closed at 8:00 a.m. No early setups. Pull your vehicle into your display spot then unload. **DO NOT BLOCK THE STREET TO THRU TRAFFIC.** Please unload and then move your vehicle before setting up. All vehicles must be off Duval Street by 9:00 a.m. Fair officially starts at 10 am.

**BREAKDOWN** starts at 6:00 p.m. No cars will be allowed onto Duval for breakdown until 6:00 p.m. Do not bring your car onto Duval until your items are packed and your tent is down. Once your tent is down, get your car and pull it INTO your own setup area then load your car. **DO NOT BLOCK THE STREET TO THRU TRAFFIC.** Only moving vehicles are allowed in the travel lane. All tents, merchandise and cars must be off Duval by 7:00 p.m. Traffic will only flow south on Duval for set up and break down.

**2)** This is an Arts and Crafts show, so no dealers or stores or agents may participate. The artist must be present for the entire day. No buy/sell, mass produced items or items made from kits or items unlike items that have been approved. Please list all items you intend to make and sell in your booth so that we may “balance” the show. We reserve the right to limit the number of artists in any category (i.e. jewelry).

**3)** If you are NOT currently approved as an arts & crafts participant for Sunset Celebration and did not do the fair last year – please send (along with your application and payment) 3 photos of all your work and 1 photo of your display. If you ARE currently approved as an arts & crafts participant for Sunset Celebration or returning but wish to sell items you are not juried in for, please attach 3 photos of the work you would like to sell.

**4)** Very few spots are allocated for food/drinks/ice cream, etc. If you are not currently working at Sunset Celebration, only small food vendors able to fit within a 10’x10’ space will be considered with proof of current & appropriate licenses. Please include copies of those licenses with your application

**5)** It is the sole responsibility of the individual exhibitors to collect and submit the proper sales tax at this event to the Florida Department of Revenue.

**6)** The city of Key West does not allow plastic bags to be used at any events held on any city property such as Duval street. Paper bags can be purchased in various places in town such as GFS

**7)** Standard generators aren’t allowed and you will be told to turn them off. Silent generators such as Honda’s are allowed. If you have a silent generator you will need to send a picture with your application for approval. Fire Extinguishers are required if you have a generator.

**8)** During the event you will receive a safety info sheet with emergency information and contact numbers, in case of lost children, medical concern. etc please use the numbers.

**9)** Everything you bring must be behind the front line of your space no signs or sandwich board or awnings may stick out. Standard sized flags above head height are OK.

**10)** You must have insurance, naming both 1) The Key West Cultural Preservation Society and 2) the City of Key West as additionally insured. If you do not have insurance we recommend Insurance Canopy. If you have not submitted these forms to CPS this year, please attach these forms to the application. Use email as [StreetFair@SunsetCelebration.org](mailto:StreetFair@SunsetCelebration.org) for both CPS and the City. CPS’s address as 400 Wall st, the city is 1300 White st.

**11)** By signing below you are affirming that you are in compliance with all government regulations of your product and CPS is in no way liable if you are not.

Please Email any questions to [StreetFair@SunsetCelebration.org](mailto:StreetFair@SunsetCelebration.org) or text Ryan at (305) 393 9990

Applications this year are by email or regular mail. This is new, in the past they were primarily by postal mail. We will use the Day of the Email or Day the mail was stamped by the post office when we evaluate who has first claim to spots.

**5 Part APPLICATION – apply by email to [StreetFair@SunsetCelebration.org](mailto:StreetFair@SunsetCelebration.org)**  
**Conch Republic Days Street Fair** Saturday– April 19, 2024 (Rain or Shine) 10:00 a.m. – 6:00 p.m.  
DUVAL STREET BETWEEN GREENE AND EATON STREETS



*Part 1 Product*

Name \_\_\_\_\_ Business Name (if applicable) \_\_\_\_\_

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

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

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

Are you a now at Sunset Celebration? Y / N if no, would you like also be registered as a sunset artist? There is no obligation. Y / N

Fire regulations requires some fire extinguishers throughout the fair, could you bring one? This is optional. Y / N

Please write a brief description of the hand-crafted item to be exhibited:

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If you are not a current Sunset Celebration participant and didn't do the fair last year please include at least 3 photos of your work and 1 of your display. *If you are a current participant but wish to sell item(s) you are not juried for, please include at least 3 photos of your work.*

**All spots are 10x10. Booth fee is \$125.** If you're applying for a food spot, and are not a current Sunset participant, please include a photo of food cart and copies of the current & appropriate licenses. Most generators are not allowed.

*Food vendors are limited to a 10'x10' booth and must adhere to all fire department guidelines including canopy height, fire extinguishers, etc. Guidelines can be emailed upon request) No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events on city property such as duval street. Tents must have weights on the legs.*



*Part 2 Insurance* attach both forms

Insurance Company: \_\_\_\_\_

additionally insured Key West Cultural Preservation Society, 400 Wall st, [StreetFair@SunsetCelebration.org](mailto:StreetFair@SunsetCelebration.org)

additionally insured City of Key West, 1300 white street, [StreetFair@SunsetCelebration.org](mailto:StreetFair@SunsetCelebration.org)

if you have already provided these items to cps in 2024 you do not need to resubmit them.



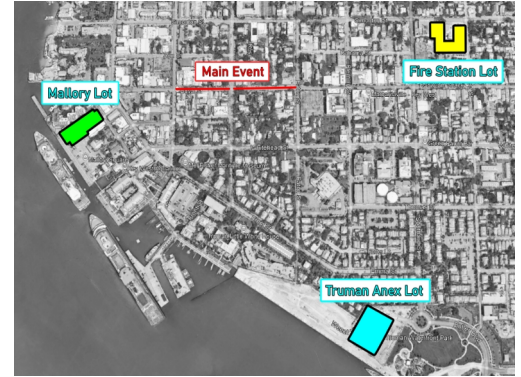
*Part 3 Location*

Location requests will be considered in assigning spots but are not guaranteed. Please mark on the attached map your 1<sup>st</sup> choice of location with a 1, 2<sup>nd</sup> choice with a 2 etc. We will give first preference to people returning to their same spots. And after those spots are set, we will give the remainder to whoever applied first. This is not a Guarantee of getting any spot.

*Part 4 Parking*

Parking may be available for a FREE. Please put the number of spaces you would like next to the name of the lot, if we are unable to get the parking passes or if payment is required we will reach out to you. This is new this year and we are working out the kinks so please be patient with us. Street parking is often near the library make sure your parking space does not say "RESIDENTIAL" on it. You may have to search.

Parking Location	# of parking spaces requested
Truman Waterfront Park <input type="checkbox"/>	
Angela Firehouse Lot <input type="checkbox"/>	
Mallory Square Lot <input type="checkbox"/>	



*Part 5 Payment* \$125 to [www.paypal.me/SunsetCelebration](http://www.paypal.me/SunsetCelebration) or check to PO BOX 4837 Key West FL 33041

Please read and sign the following statement:

I, the undersigned, do hereby discharge, release and hold harmless The Cultural Preservation Society, The City of Key West, or any co-sponsor from all matter of action, suits or claims whatsoever arising from loss, damages or claims to my person or property while in the possession or under the supervision of The Cultural Preservation Society or The City of Key West during the Conch Republic Days Street Fair.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail completed application to: [StreetFair@SunsetCelebration.org](mailto:StreetFair@SunsetCelebration.org) also please pay at [paypal.me/SunsetCelebration](http://paypal.me/SunsetCelebration)

If you prefer to apply by mail, please mail this application along with check to  
 Key West Cultural Preservation Society, Inc. Attn: Conch Republic Days PO Box 4837 Key West, FL 33041

Location requests will be considered in assigning spots but are not guaranteed. Please mark on the map your 1<sup>st</sup> choice of spot with a 1, 2<sup>nd</sup> choice with a 2 etc. We will give first preference to people returning to their same spots. After those spots are set, we will give the remainder to whoever applied first. There is not a Guarantee of getting any spot, map may change without notice.

