

BOCC CONTRACT APPROVAL FORM

CONTRACT
TRACKING NO.
CM3942

SECTION 1 - GENERAL INFORMATION

Requesting Department: AICVB Contact Person: Linda Van Haren
Telephone: (912) 288-3800 Email: lvanharen@ameliaisland.com

SECTION 2 - VENDOR INFORMATION

Name: AVL Productions, Inc.
Address: 3500 Beachwood Ct. Suite 104 Jacksonville, FL 32224
City: _____ State: _____ Zip Code: _____
Vendor's Administrator Name: Stephen Unkelbach Title: Owner
Telephone: (904) 551-1315 Email: stephen@avlproductions.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Stephen Unkelbach
Authorized Signatory Email: stephen@avlproductions.com
(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION

Contract Name: AVL Productions, Inc. 2025
Type: ☒ New Contract ☐ Work Authorization ☐ Supplemental Agreement
Short Description of Product(s)/Service(s) Being Requested: _____
Production Stage Services for Dickens on Centre
(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
Procured Method: ☒ Quotes ☐ ITB ☐ RFP ☐ RFQ ☐ Piggyback ☐ Exemption ☐ Sole Source ☐ Single Source
☐ Other: _____
Amount of Initial Contract Term: \$587,804.19
Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
Year 3: _____ Year 4: _____
Total Amount of Contract (Initial Term + Renewal Options): \$587,804.19 (Estimate if necessary)
Account Number: 37523552 548520 DOC
Source of Funds: ☒ County ☐ State ☐ Federal ☐ Other: _____
County Authorized Signatory: ☐ BOCC Chairman ☒ County Manager
(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE

Insurance Category: ☐ Category L ☒ Category M ☐ Category H ☐ Other: _____ *MP*
Risk Manager Initials: _____

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: _____ Amendment No: _____
Type of Amendment: ☐ Renewal ☐ Time Only Extension ☐ Additional Scope ☐ Other: _____
Contract Amount with Previous Amendments: _____ Amount of this Amendment: _____
New Contract Amount including this Amendment: _____
Account Code Change From: _____ To: _____
County Authorized Signatory: ☐ BOCC Chairman ☐ County Manager
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Marshall Eyerma 7/9/2025
Department Head/Contract Manager Date
2. Chris Lacambra 7/9/2025
Office of Mgmt. & Budget Date
3. Denise C. May, Esq., BOS 7/10/2025
Procurement Date
(Signature required only if procurement related)
4. _____ 7/15/2025
County Attorney Date

Chris Lacambra COUNTY MANAGER - FINAL SIGNATURE APPROVAL
7/18/2025
County Manager Date

CONTRACT FOR PRODUCTION STAGE SERVICES

THIS CONTRACT is entered into by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, hereinafter referred to as the “County”, and **AVL PRODUCTIONS, INC.**, located at 3500 Beachwood Ct. Suite 104, Jacksonville, FL 32224, hereinafter referred to as the “Vendor” on the day and year last written below (hereinafter “Effective Date”).

WHEREAS, the County received quotes for stage production services, on or about April 24, 2025 for the 2025 Dickens on Centre event to be held on December 12, 13, 14th 2025 in the City of Fernandina Beach; and

WHEREAS, the County has determined that the Vendor was the lowest, most responsive and responsible bidder; and

WHEREAS, all terms and conditions of the County’s request for quote and the Vendor’s response are incorporated herein and made a part of this Contract by this reference; and

WHEREAS, a copy of the *Vendor’s Quote* and *Scope of Work* is attached hereto as Exhibits “A” and “B” and made a part hereof.

NOW, THEREFORE, in consideration of the terms and conditions herein set forth, the County and the Vendor agree as follows:

SECTION 1. Recitals.

1.1 The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

SECTION 2. Contract Exhibits.

2.1 The Exhibits listed below are incorporated into and made part of this Contract:

Exhibit “A” VENDORS QUOTE

Exhibit “B” SCOPE OF WORK

Exhibit “C” INSURANCE REQUIREMENTS**SECTION 3. Description of Goods and/or Services to be Provided.**

3.1 The Vendor shall provide the goods and/or services further described in the *Vendors Quote* and *Scope of Work*, a copy of which is attached hereto and incorporated herein as Exhibits “A” and “B”. This Contract standing alone does not authorize the performance of any work or require the County to place any orders for work. The Vendor shall provide the goods and/or services as contained in the *Vendors Quote* and *Scope of Work* in a timely and professional manner in accordance with specifications referenced herein.

SECTION 4. Payment and Invoicing.

4.1 The County shall pay the Vendor in an amount of Eighty-Seven Thousand, Eight Hundred and Four Dollars and 19/100 (\$87,804.19) for the goods and/or services referenced in Exhibit “A” and Exhibit “B” with a 50% deposit due upon full execution of this Contract in order to secure the date and equipment listed for the 2025 Dickens on Centre event. The remaining 50% of the payment amount will be due upon completion of the 2025 Dickens on Centre event. The Vendor shall submit a copy of all invoices to invoices@nassaucountyfl.com and to billing@ameliaisland.com for payment. The invoice submitted shall include the contract number referenced and shall be in sufficient detail as to item, quantity and price in order for the County to verify compliance with the awarded bid specifications and conditions of this Contract. Payment shall not be made until goods and/or services have been received, inspected and accepted by the County in the quantity and/or quality ordered. The County shall pay the Vendor within forty-five (45) calendar days of receipt and acceptance of invoice, pursuant to and in accordance with the promulgations set forth by the State of Florida’s Prompt Payment Act found at Section 218.70, Florida Statutes. The Vendor shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract.

SECTION 5. Acceptance of Goods and/or Services.

5.1 Receipt of goods and/or services shall not constitute acceptance by the County. Final acceptance and authorization of payment shall be given only after a thorough inspection by the County indicates that the goods and/or services meet bid specifications and conditions. Should the quantity and/or quality differ in any respect from specifications, payment shall be withheld by the County until such time as the Vendor takes necessary corrective action. If the proposed corrective action is not acceptable to the County, the County Manager's Office may authorize the refusal of final acceptance of the quantity and/or quality received. Should a representative of the County agree to accept the goods and/or services on condition that the Vendor shall correct their performance within a stipulated time period, then payment shall be withheld until said corrections are made.

SECTION 6. Term of Contract and Option to Extend or Renew.

6.1 The term of this Contract shall begin upon the date of execution by both parties to this Contract and shall terminate on January 1, 2026. The County Manager is hereby authorized to execute any Contract amendment and/or modification upon approval by the County Attorney's Office. Any amendment to this Contract shall be subject to availability of funds of the County as set forth in Section 8 hereinbelow.

6.2 In the event that the Contract is continued beyond the term provided above by mutual consent of the parties and not reduced to writing, this Contract shall be carried out on a month-to-month basis and shall not constitute an implied renewal of the Contract. Said month-to-month extension shall be upon the same terms of the Contract and at the compensation and payment provided herein.

SECTION 7. Firm Prices.

7.1 Prices for goods and/or services covered in the specifications of this Contract shall remain firm for the period of this Contract pursuant to pricing as reflected in Exhibit "A"; net delivered to the ordering agency, **F.O.B. DESTINATION**. No additional fees or charges shall be accepted or paid for by the County.

SECTION 8. Funding.

8.1 The County's performance and obligation under this Contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years and is subject to termination based on lack of funding.

SECTION 9. Expenses.

9.1 The Vendor shall be responsible for all expenses incurred while providing goods and/or services under this Contract including, but not limited to, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to the Vendor's agents, if any, hired by the Vendor to complete the work under this Contract.

SECTION 10. Taxes, Liens, Licenses and Permits.

10.1 The Vendor recognizes that the County, by virtue of its sovereignty, is not required to pay any taxes on the goods and/or services provided under the terms of this Contract. As such, the Vendor shall refrain from including taxes in any billing. The Vendor is placed on notice that this exemption generally does not apply to nongovernmental entities, contractors, or subcontractors. Any questions regarding this tax exemption shall be addressed to the County Manager.

10.2 The Vendor shall secure and maintain all licenses and permits required to provide goods and/or services under this Contract and to pay any and all applicable sales or use tax, or any other tax or assessment which shall be imposed or assessed by any and all governmental

authorities, required under this Contract, and to meet all federal, state, county and municipal laws, ordinances, policies and rules.

10.3 The Vendor acknowledges that property being improved that is titled to the County, shall not be subject to a lien of any kind for any reason. The Vendor shall include notice of such exemptions in any subcontracts and purchase orders issued under this Contract.

SECTION 11. Governing Law, Venue and Compliance with Laws.

11.1 This Contract shall be deemed to have been executed and entered into within the State of Florida and any dispute arising hereunder, shall be governed, interpreted and construed according to the laws of the State of Florida, the Ordinances of Nassau County, and any applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida, and any trial shall be non-jury. Any mediation, pursuant to litigation, shall occur in Nassau County, Florida.

11.2 The Vendor shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, codes, orders, criteria and standards.

SECTION 12. Change Orders.

12. 1 The County reserves the right to order, in writing, changes in the work within the scope of the Contract, such as change in quantity or delivery schedule. The Vendor has the right to request an equitable price adjustment in cases where changes to the Contract under the authority of this clause result in increased costs to the Vendor.

SECTION 13. Modifications.

13. 1 The terms of this Contract may be modified only upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

SECTION 14. Assignment and Subcontracting.

14.1 The Vendor shall not assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the County.

14.2 In order to assign this Contract, or to subcontract any of the work requirements to be performed, the Vendor shall ensure and provide assurances to the County, that any subcontractor selected for work under this Contract has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Contract. The Vendor shall provide the County with the names of any subcontractor considered for work under this Contract; the County reserves the right to reject any subcontractor whose qualifications or performance, in the County's judgement, are insufficient. The Vendor shall be responsible for all work performed and all expenses incurred as a result thereof. Any subcontract arrangements shall be evidenced by a written document available to the County upon request. The Vendor further agrees that the County shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Vendor, at its expense, shall defend the County against such claims.

14.3 The Vendor shall make payments to any of its subcontractors within seven (7) working days after receipt of full or partial payments from the County in accordance with Section 287.0585, Florida Statutes, unless otherwise stated in the contracts between the Vendor and subcontractors. The Vendor's failure to pay its subcontractor(s) within seven (7) working days shall result in a penalty charged against the Vendor and paid to the subcontractors in the amount of one-half of one percent (0.50%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to the actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

SECTION 15. Severability.

15.1 If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent

Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 16. Termination for Default.

16.1 If the Vendor fails to perform any of its obligations under this Contract, and if such default remains uncured for a period of more than fifteen (15) days after notice thereof was given in writing by the County to the Vendor, then the County may, without prejudice to any right or remedy the County may have, terminate this Contract.

16.2 Upon termination of this Contract, the Vendor shall immediately (1) stop work on the date specified; (2) terminate and settle all orders and subcontracts relating to the performance of the terminated work; (3) transfer all work in process, completed work, and other materials related to the terminated work to the County; (4) render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 17. Termination for Convenience.

17.1 The County reserves the right to terminate this Contract in whole or part by giving the Vendor written notice at least thirty (30) days prior to the effective date of the termination. Upon receipt of written notice of termination from the County, the Vendor shall only provide those goods and/or services specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the Vendor for the payment of any obligations to the extent such responsibility has not been excused by breach or default of the Vendor. The Vendor shall promptly contact the County to make arrangements to render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 18. Force Majeure.

18.1 Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restrictions, strikes and freight embargoes. In all cases, the failure to perform shall be totally beyond the control and without any fault or negligence of the party.

18.2 In the event of delay from the foregoing causes, the party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the party's performance obligation under this Contract. If the delay is excusable under this section, the delay shall not result in any additional charge or cost under the Contract to either party. In the case of any delay that the Vendor believes is excusable under this section, the Vendor shall notify the County in writing of the delay or potential delay and describe the cause of the delay either: (1) within ten (10) calendar days after the cause that created or will create the delay first arose, if the Vendor could reasonably foresee that a delay could occur as a result; or (2) within five (5) calendar days after the date the Vendor first had reason to believe that a delay could result, if the delay is not reasonably foreseeable. THE FOREGOING SHALL CONSTITUTE THE VENDOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this section is a condition precedent to such remedy. The County, in its sole discretion, shall determine if the delay is excusable under this section and shall notify the Vendor of its decision in writing. No claim for damages, other than for an extension of time, shall be asserted against the County. The Vendor shall not be entitled to an increase in the Contract price or payment of any kind from the County for direct, indirect, consequential, impact, or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the

Vendor shall perform at no increased cost, unless the County determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the County, in which case, the County may do any or all of the following: (1) accept allocated performance or deliveries from the Vendor, provided that the Vendor grants preferential treatment to the County with respect to goods and/or services subjected to allocation; (2) purchase from other sources (without recourse to and by the Vendor for the related costs and expenses) to replace all or part of the goods and/or services that are the subject of the delay, which purchases may be deducted from the Contract quantity; or (3) terminate the Contract in whole or in part.

SECTION 19. Access and Audits of Records.

19.1 The Vendor shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the goods and/or services for at least three (3) years after completion of work contemplated under this Contract. The County and the County Clerk of Court shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours upon five (5) days' written notice to the Vendor.

SECTION 20. Public Emergencies.

20.1 The Vendor agrees that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of nature that the County shall require a "First Priority" for goods and/or services. The County expects to pay a fair and reasonable price for all goods and/or services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of nature.

SECTION 21. Probationary Period.

21.1 The first ninety (90) days of this Contract are to be considered a "probationary period." Notwithstanding Sections 16 and 17 hereinabove, during the probationary period, the County may terminate this Contract based upon the performance of the Vendor and a new award be granted without another formal bid.

SECTION 22. Independent Vendor Status.

22.1 The Vendor shall provide the goods and/or services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the Vendor or any of its agents or employees to be an agent, employee or representative of the County.

22.2 The Vendor and the County agree that during the term of this Contract: (a) the Vendor has the right to provide goods and/or services for others; ((b) the Vendor has the right to provide the goods and/or services required by this Contract; and (c) the Vendor has the right to hire assistants as subcontractors, or to use employees to provide the goods and/or services required by this Contract pursuant to Section 14 hereinabove.

SECTION 23. Indemnification.

23.1 The Vendor shall indemnify and hold harmless the County and its agents and employees from all claims, liabilities, damages, losses, expenses and costs, including attorney's fees, arising out of or associated with or caused by the negligence, recklessness, or intentionally wrongful conduct of the Vendor or any persons employed or utilized by the Vendor, in the performance of this Contract. The Vendor shall, at its own expense, defend any and all such actions, suits, or proceedings which may be brought against the County in connection with the Vendor's performance under this Contract.

SECTION 24. Insurance.

24.1 The Vendor shall provide and maintain at all times during the term of this Contract, without cost or expense to the County, such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance policies as detailed in Exhibit "C". The policy limits required are to be considered minimum amounts.

24.2 The Vendor shall provide to the County a Certificate of Insurance for all policies of insurance and renewals thereof in a form acceptable to the County. Said certificates shall provide that the Nassau County Board of County Commissioners is an additional insured, and that the County shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action with the exception of ten (10) days for non-payment. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized under the laws of the State of Florida.

SECTION 25. Dispute Resolution Process.

25.1 In the event of a dispute regarding the interpretation of the terms of this Contract, the County, in its sole discretion, may elect to use the dispute resolution process as set forth in this section.

25.2 In the event the County elects to use the dispute resolution process under this section, the County shall send a written communication to the Vendor pursuant to Section 32 hereinbelow. The written notification shall set forth the County's interpretation of the terms of this Contract.

25.3 The County shall then set a date and time for the parties to meet with the County Manager or designee. This meeting shall be set no more than twenty (20) days from the date that the written communication was sent to the Vendor. The Vendor may submit a written response to the County's written communication no less than five (5) days prior to the meeting with the County Manager or designee.

25.4 If no satisfactory resolution as to the interpretation of the Contract terms is reached at the meeting with the County Manager or designee, then the parties may elect to submit the dispute to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Vendor.

The Vendor shall not stop work during the pendency of the dispute resolution or mediation process as set forth in this section.

SECTION 26. E-Verify.

26.1 The Vendor shall comply with Section 448.095, Florida Statutes, and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by the Vendor during the term of this Contract to work in Florida. Additionally, if the Vendor uses subcontractors to perform any portion of the work (under this Contract), the Vendor shall include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.

26.2 The Vendor shall maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized entity consistent with the terms of the Vendor's enrollment in the program. This includes maintaining a copy of proof of the Vendor's and subcontractors' enrollment in the E-Verify program. If the Vendor enters into a contract with a subcontractor, the subcontractor shall provide the Vendor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Vendor shall maintain a copy of such affidavit for the duration of the Contract.

26.3 Compliance with the terms of the E-Verify program provision is made an express condition of this Contract and the County may treat a failure to comply as a material breach of the Contract. If the County terminates the Contract pursuant to Section 448.095(2)(c), Florida Statutes, the Vendor may not be awarded a public contract for at least one (1) year after the date

on which the contract was terminated and the Vendor is liable for any additional costs incurred by the County as a result of the termination of this Contract.

SECTION 27. Public Records.

27.1 The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this Contract, to the extent that the Vendor is providing the goods and/or services to the County, and pursuant to Section 119.0701, Florida Statutes, the Vendor shall:

- a. Keep and maintain public records required by the County to provide goods and/or services.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Vendor does not transfer the records to the County.
- d. Upon completion of the Contract, transfer, at no cost, to the County all public

records in possession of the Vendor or keep and maintain public records required by the County to perform the service. If the Vendor transfers all public records to the County upon completion of the Contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

27.2 A request to inspect or copy public records relating to the County's contract for goods and/or services shall be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Vendor of the request, and the Vendor shall provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

27.3 If the Vendor does not comply with the County's request for records, the County shall enforce the Contract provisions in accordance with the Contract.

27.4 If the Vendor fails to provide the public records to the County within a reasonable time, the Vendor may be subject to penalties under Section 119.10, Florida Statutes.

27.5 If a civil action is filed against the Vendor to compel production of public records relating to the Contract, the Court shall assess and award against the Vendor the reasonable costs of enforcement, including reasonable attorney fees if:

(a) The Court determines that the Vendor unlawfully refused to comply with the public records request within a reasonable time; and

(b) At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Vendor has not complied with the request, to the County and to the Vendor.

27.6 A notice complies with Section 27.5 (b) hereinabove, if it is sent to the County's custodian of public records and to the Vendor at the Vendor's address listed on its Contract with the County or to the Vendor's registered agent. Such notices shall be sent pursuant to Section 32 hereinbelow.

27.7 If the Vendor complies with a public records request within eight (8) business days after the notice is sent, the Vendor is not liable for the reasonable costs of enforcement.

27.8 In reference to any public records requested under this Contract, the Vendor shall identify and mark specifically any information which the Vendor considers confidential and/or proprietary, inclusive of trade secrets as defined in Section 812.081, Florida Statutes, and which the Vendor believes to be exempt from disclosure, citing specifically the applicable exempting law and including a brief written explanation as to why the cited Statute is applicable to the information claimed as confidential and/or proprietary information. All materials shall be segregated and clearly identified as "EXEMPT FROM PUBLIC DISCLOSURE."

27.9 In conjunction with the confidential and/or proprietary information designation, the Vendor acknowledges and agrees that after notice from County, the Vendor shall respond to a notice from the County immediately, but no later than 10 calendar days from the date of notification or the Vendor shall be deemed to have waived and consented to the release of the confidential and/or proprietary designated materials.

27.10 The Vendor further agrees that by designation of the confidential/proprietary material, the Vendor shall defend the County (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to the

Vendor's designation of the material as exempt from public disclosure and to hold harmless the County (and its employees, agents and elected and appointed officials) from any award to a plaintiff for damages, costs and attorneys' fees, incurred by the County by reason of any claim or action related to the Vendor's designation of material as exempt from public disclosure.

SECTION 28. Disclosure of Litigation, Investigations, Arbitration or Administrative Decisions.

28.1 During the term of this Contract, or any extension thereto, the Vendor shall have the continued duty to disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Vendor. If the existence of the proceeding causes the County concerns that the Vendor's ability or willingness to perform this contract is jeopardized, the Vendor may be required to provide the County with reasonable written assurance to demonstrate the Vendor can perform the terms and conditions of the Contract.

SECTION 29. Scrutinized Companies and Public Entity Crimes.

29.1 The Vendor is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, as well as Section 287.135, Florida Statutes, regarding Scrutinized Companies, and represents to County that the Vendor is qualified to transact business with public entities in Florida, and to enter into and fully perform this Contract subject to the provisions stated therein. Failure to comply with any of the above provisions will be considered a material breach of the Contract.

SECTION 30. Anti-Discrimination.

30.1 The Vendor agrees that it will not discriminate in employment, employee development, or employee advancement because of religious or political opinions or affiliations,

race, color, national origin, sex, age, physical handicap, or other factors, except where such factor is a bonified occupational qualification or is required by State and/or Federal Law.

SECTION 31. Advertising.

31.1 The Vendor shall not publicly disseminate any information concerning this Contract without prior written approval from the County, including but not limited to, mentioning the Contract in a press release or other promotional material, identifying the County as a reference, or otherwise linking the Vendor's name and either description of this Contract or the name of the County in any material published, either in print or electronically, to any entity that is not a party this Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

SECTION 32. Notices.

32.1 All notices, demands, requests for approvals or other communications given by the parties to another in connection with this Contract shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or overnight delivery service (such as federal express), or courier service or by hand delivery to the office of each party indicated below:

County: Nassau County
Attn: OMB Director
96135 Nassau Place
Yulee, Florida 32097

Vendor: AVL Productions, Inc.
Attn: Stephen Unkelbach
3500 Beachwood Ct. Suite 104

Jacksonville, FL 32224

SECTION 33. Attorney's Fees.

33.1 Notwithstanding the provisions of Section 27 hereinabove, in the event of any legal action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

SECTION 34. Authority to Bind.

34.1 The Vendor represents and warrants that the Vendor's undersigned representative if executing this Contract on behalf of a partnership, corporation or agency has the authority to bind the Company to the terms of this Contract.

SECTION 35. Conflicting Terms, Representations and No Waiver of Covenants or Conditions.

35.1 In the event of any conflict between the terms of this Contract and the terms of any attachments, the terms of this Contract shall prevail.

35.2 All representations, indemnifications, warranties and guaranties made by the Vendor in this Contract, as well as all continuing obligations indicated in this Contract, shall survive final payment and termination or completion of this Contract.

35.3 The failure of either party to insist on strict performance of any covenant or condition herein, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance.

35.4 The Vendor warrants that all goods and/or services provided by the Vendor under this Contract shall be merchantable. All goods provided shall be of good quality within the description given by the County, shall be fit for their ordinary purpose, shall be adequately contained and packaged with the description given by the County, shall conform to the agreed upon specifications, and shall conform to the affirmations of facts made by the Vendor or on the container or label.

SECTION 36. Construction of Contract.

36.1 The parties hereby acknowledge that they have fully reviewed this Contract and any attachments and have had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

SECTION 37. Headings.

37.1 The section headings and captions of this Contract are for convenience and reference of the parties and in no way define, limit or describe the scope or intent of this Contract or any part thereof.

SECTION 38. Entire Agreement and Execution.

38.1 This Contract, together with any attachments, constitutes the entire Contract between the County and the Vendor and supersedes all prior written or oral understandings.

38.2 This Contract may be executed in any number of counterparts; each executed counterpart hereof shall be deemed an original; and all such counterparts, when taken together, shall be deemed to constitute one and the same instrument.

SECTION 39. Change of Laws.

39.1 If there is a change in any state or federal law, regulation or rule or interpretation thereof, which affects this Contract or the activities of either party under this Contract, and either party reasonably believes in good faith that the change will have a substantial adverse effect on that party's rights or obligations under this Contract, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Contract. If the parties are unable to reach an agreement concerning the modification of this Contract within fifteen (15) days after the date of the notice seeking renegotiation, then either party may terminate this Contract by written notice to the other party. In such event, Vendor shall be paid its compensation for the goods and/or services provided prior to the termination date.

Contract No.: CM 3942**SECTION 40. Human Trafficking Affidavit.**

40.1 In accordance with Section 787.06, Florida Statutes, the Vendor shall provide the County an affidavit, on a form approved by the County, signed by an officer or a representative of the Vendor under penalty of perjury attesting that the Vendor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

SECTION 41. Contracting with Entities of Foreign Countries of Concern Prohibited.

41.1 In accordance with Section 287.138, Florida Statutes, the Vendor shall provide the County an affidavit, on a form approved by the County, signed by an officer or representative of the Vendor under penalty of perjury attesting that the Vendor will comply with all requirements of Section 287.138, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this Contract which shall be deemed an original on the day and year last written below.

**BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA**

By: Taco Pope AICP, ICMA-CMIts: County ManagerDate: 7/18/2025

Approved as to form and legality by the
Nassau County Attorney

Denise C. May, Esq., BCS

DENISE C. MAY

Contract No.: CM 3942

AVL PRODUCTIONS, INC.



By: Stephen Unkelbach

Its: owner

Date: 7/15/2025



Exhibit "A" - Vendor Quote

Quote

Quote Number: 25-0098
AIVCB | Dickens on Centre 2025

3500 Beachwood Ct. Suite 104
Jacksonville, FL 32224
Phone: 904.551.1315
Fax: 904.683.4230
www.avlproductions.com

Client	Venue / Site
Amelia Island Visitors Center Bureau 2398 Sadler Road Suite 200 Fernandina Beach, FL 32034 Mariela Murphy Phone: (904) 277-4369 Email: mmurphy@ameliaisland.com	Centre Street Downtown Fernandina Beach Fernandina Beach, FL

Account Manager	Shipping Method	Customer PO	Terms	Tax Rule	Valid Until
Jillian DePriest	Box Truck		50% Dep / 50% Day Of	Tax Exempt	

Ship Date	Load In	Show Start	Load Out	Return Date	Discount
12/11/2025 8:00 PM	12/11/2025 8:00 PM	12/12/2025 5:00 PM	12/14/2025 5:30 PM	12/14/2025 6:00 PM	30%

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
Festival Entrance & Cutout Lighting							
Rental	8	Chauvet COLORdash Par-H12 IP	2 on the cutouts behind photo booth 1 per cutout down on Centre Street 2 at the gate entering Enchanted Village	1	Day Rate	60.00	480.00
Rental	1	String Light 48' 15 light	1 strand hung inside the photo booth at the entrance (make sure it is hidden)	1	Day Rate	125.00	125.00
Rental	1	10' Schedule 40 Pipe	Behind the Photo Booth	1	Day Rate	26.25	26.25
Rental	1	Base Boom - Threaded Schedule 40 Bases		1	Day Rate	26.25	26.25
Rental	5	Chauvet COLORdash Par-H12 IP	2 as uplights per entrance gate 1 on Pipe and base behind Photo Booth at Entrance pointing towards Sleigh	1	Day Rate	60.00	300.00
Rental	2	Chauvet Snow Machine		1	Day Rate	25.00	50.00
Rental	1	Cable Package	Edison cables 25' 50' and 100'	1	Day Rate	80.00	80.00

Festival Entrance & Cutout Lighting Total Before Discount: \$1,087.50

30% Discount: \$326.24

Festival Entrance & Cutout Lighting Total: \$761.26

Ambient Sound | Centre St

Rental	8	QSC K8.2		1	Day Rate	80.00	640.00
Rental	8	IEC Cable - D Plug		1	Day Rate	0.37	2.96
Rental	8	Stereo Breakout 3.5 mm TRS to Dual 1/4 inch TS		1	Day Rate	7.95	63.60

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
Rental	1	Power Cable Package	100' Edison, 50' Edison, 25' Edison, Edison Tri-Taps	1	Day Rate	80.00	80.00
Ambient Sound Centre St Total Before Discount:							\$786.56
30% Discount:							\$235.97
Ambient Sound Centre St Total:							\$550.59
Centre St Main Stage							
Rental	15	StageRight ME-1000 4 x 8 Deck	24' x 20' Stage at 3' 6" high	1	Day Rate	80.00	1,200.00
Rental	18	Stage Right ME-1000 3'-4' Leg		1	Day Rate	20.00	360.00
Rental	18	Stage Right Diag. Brace (White) 3'-4'					
Rental	18	Stage Right Horizontal Brace (Green)					
Rental	4	LOCATOR SINGLE (RED)					
Rental	12	LOCATOR SINGLE DOUBLE (ORANGE)					
Rental	8	LOCATOR SINGLE QUAD (GREEN)					
Rental	7	4'x8' SKIRTING Plain		1	Day Rate	21.00	147.00
Rental	1	EZ Lift Step 32-48"		1	Day Rate	140.00	140.00
Rental	2	StageRight 4' Rail		1	Day Rate	13.12	26.24
Rental	3	StageRight Backrail		1	Day Rate	26.25	78.75
Rental	1	4' level					
Rental	1	squeegee					
Rental	10	Cable Ramps		1	Day Rate	10.00	100.00
Rental	3	Black Outdoor P&D 12' x 16' (Price per drape)		1	Day Rate	157.50	472.50
Rental	3	7'-12' Black P&D Cross - 7'-12'	Muffle out generator noise	1	Day Rate	5.00	15.00
Rental	4	8'-20' Black P&D Uprights - 8'-20'		1	Day Rate	5.00	20.00
Rental	4	Black 35lbs P&D Base - 18"x18"x3/8"		1	Day Rate	5.00	20.00
Rental	12	AVL - BLACK/BLUE SAND BAGS		1	Day Rate	10.50	126.00
Centre St Main Stage Total Before Discount:							\$2,705.49
30% Discount:							\$811.64
Centre St Main Stage Total:							\$1,893.85
Centre St Main Stage Audio							
Rental	16	L-Acoustics KARA II Line Array Loudspeaker	Hang 8 a side	1	Day Rate	94.50	1,512.00
Rental	4	L'Acoustics KS28 Subwoofer	GS 2 per side	1	Day Rate	157.50	630.00
Rental	4	L-Acoustics 5XT	Front Fills	1	Day Rate	42.00	168.00
Rental	5	L-Acoustics X15HQ Monitor Speaker	wedges	1	Day Rate	115.50	577.50
Rental	5	L-Acoustics LA-RAK II		1	Day Rate	472.50	2,362.50
Rental	2	SUMNER LIFT 20'	Hang KARA 8 per side	1	Day Rate	210.00	420.00
Rental	2	Kara M-Bar					
Rental	1	Kara II Bump Case		1	Day Rate	105.00	105.00
Rental	1	Kara II SL Hang Box					
Rental	1	Kara II SR Hang Box					
Rental	1	Kara II Power Distro	Kara Power Distro	1	Day Rate	157.50	157.50
Rental	1	Kara II Audio Feeder Case		1	Day Rate	100.00	100.00
Rental	1	Kara FOH Loom		1	Day Rate	100.00	100.00
Rental	1	Ramtech Split		1	Day Rate	260.00	260.00
Rental	1	Behringer Wing Digital Mixing Console	FOH Audio Console	1	Day Rate	300.00	300.00
Rental	1	MIDAS - M32R Mixing Console	Monitor console	1	Day Rate	210.00	210.00
Rental	1	Midas DL32		1	Day Rate	52.50	52.50
Rental	1	Mic Stand Kit (Double Band)		1	Day Rate	155.00	155.00
Rental	1	Mic Box 3 BLUE		1	Day Rate	262.50	262.50
Rental	1	100' XLR Snake - 12 Channel 4 Return		1	Day Rate	52.50	52.50
Rental	2	Shure Axient 8-Channel Rack		1	Day Rate	1,260.00	2,520.00

Quote (Quote Number: 25-0098)

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
Rental	1	Shure ULXD Wireless 2CH COMBO		1	Day Rate	168.00	168.00
Rental	11	PylePro PMEMS10		1	Day Rate	10.50	115.50
Rental	2	COUNTRYMAN E6 HEADSET MIC (SHURE)	Jason Woods	1	Day Rate	45.00	90.00
Rental	1	Feeder TurnARound- F>F		1	Day Rate	1.00	1.00
Rental	1	Feeder TurnArounds- M>M		1	Day Rate	1.00	1.00
Rental	1	Audio Cable Package	XLR, NL4, Edison, Power Strips	1	Day Rate	180.00	180.00

Centre St | Main Stage Audio Total Before Discount: \$10,500.50

30% Discount: \$3,150.15

Centre St | Main Stage Audio Total: \$7,350.35

Centre St | Main Stage Lighting

Rental	1	GrandMA2 Light Lighting Console		1	Day Rate	787.50	787.50
Rental	1	300' LX Snake - 300'		1	Day Rate	157.50	157.50
Rental	1	Lighting Power Distro 1		1	Day Rate	157.50	157.50
Rental	1	50' 2/0 LX FEEDER CASE		1	Day Rate	105.00	105.00
Rental	8	Chauvet Rogue Outcast 2X Wash		1	Day Rate	150.00	1,200.00
Rental	8	L6-20 TO TRUCON		1	Day Rate	2.75	22.00
Rental	2	Chauvet Maverick Storm 4 Profile	ip65 1250w led spot fixture	1	Day Rate	325.00	650.00
Rental	1	Wireless DMX Transmitter	For Colordashes on cutout lights	1	Day Rate	52.50	52.50
Rental	6	Chauvet ColoRADO 3 Solo	uplights	1	Day Rate	78.75	472.50
Rental	1	L6-20 TO TRUCON		1	Day Rate	2.75	2.75
Rental	10	V Tower Ballast Block	for safety purposes	1	Day Rate	10.00	100.00
Rental	4	BASE PLATE LARGE- Metal		1	Day Rate	52.50	210.00
Rental	2	BLACK- TRUSS 5' 12" x 18" BOX	15' truss ground stacked back stage	1	Day Rate	52.50	105.00
Rental	12	Truss Bolt					
Rental	4	BLACK TRUSS 10' 12"x18" BOX	2 front of stage 2 back stage	1	Day Rate	105.00	420.00
Rental	12	Truss Bolt					
Rental	4	6' Schedule 40 Pipe		1	Day Rate	52.50	210.00
Rental	4	Truss Top Pad - Wood		1	Day Rate	25.00	100.00
Rental	2	Chauvet Snow Machine		1	Day Rate	25.00	50.00
Rental	1	Ultratec Radiance Hazer		1	Day Rate	78.75	78.75
Rental	1	Filled Fluid Tank					
Rental	1	Lighting Cable Package	DMX cables, a lot of them!	1	Day Rate	150.00	150.00

Centre St | Main Stage Lighting Total Before Discount: \$5,031.00

30% Discount: \$1,509.29

Centre St | Main Stage Lighting Total: \$3,521.71

Production Items

Rental	50	AVL - BLACK/BLUE SAND BAGS		1	Day Rate	10.50	525.00
Rental	4	SANDBAG CASE	Used for safety	1	Day Rate	35.00	140.00
Rental	2	Production Tents	FOH Tent and Stage Manager Tent				
Rental	8	Anchoring Bucket					
Rental	1	Motorola XPR 3300 - 6 Pack	Charge before sending	1	Day Rate	315.00	315.00
Rental	6	Motorola Digital XPR 3300 UHF Radio		1	Day Rate	52.50	315.00
Rental	1	6 Radio Motorola Charging Station					
Rental	12	Motorola Biscuit Speaker					
Rental	4	Lighting Ladder	Biggest Ladders we have				
Rental	4	8' Ladder - 8ft					

Production Items Total Before Discount: \$1,295.00

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
						30% Discount:	\$388.50
						Production Items Total:	\$906.50
Enchanted Cafe Village 2nd St S							
Rental	16	Festoon Strands	ALL AVL Festoons on-site!	1	Day Rate	40.00	640.00
Rental	40	Chauvet Festoon Bulb		1	Day Rate	2.00	80.00
Rental	4	Chauvet Festoon Brain					
Rental	4	Chauvet Festoon IP Extension Cable					
Retail	1	Aircraft Cable	SPOOL + Cutters + Clamps				
Rental	1	Air Wall Hanger	1 Per Tree				
Rental	5	Chauvet COLORDash Par-H12 IP	2 uplights per each pillar at enchanted village entrance 1 hung on truss facing hostess table	1	Day Rate	60.00	300.00
Rental	2	BLACK TRUSS 10' 12"x18" BOX		1	Day Rate	105.00	210.00
Rental	8	Truss Bolt					
Rental	2	BASE PLATE LARGE- Metal		1	Day Rate	52.50	105.00
Rental	2	Truss Top Pad - Wood		1	Day Rate	25.00	50.00
Rental	2	Ultratec True North Snow Machine (NonDMX)		1	Day Rate	131.25	262.50
Enchanted Cafe Village 2nd St S Total Before Discount:							\$1,647.50
						30% Discount:	\$494.25
Enchanted Cafe Village 2nd St S Total:							\$1,153.25
3rd St Stage							
Rental	15	StageRight ME-1000 4 x 8 Deck	24' x 20' @ 2' high	1	Day Rate	80.00	1,200.00
Rental	18	Stage Right ME-1000 2'-3' Leg		1	Day Rate	20.00	360.00
Rental	18	Stage Right Diag. Brace (YELLOW) 2'-3'					
Rental	18	Stage Right Horizontal Brace (Green)					
Rental	4	LOCATOR SINGLE (RED)					
Rental	12	LOCATOR SINGLE DOUBLE (ORANGE)					
Rental	8	LOCATOR SINGLE QUAD (GREEN)					
Rental	2	StageRight 4' Rail		1	Day Rate	13.12	26.24
Rental	3	StageRight Backrail	LONG	1	Day Rate	26.25	78.75
Rental	7	2'x8' STAGE SKIRTING w/ Valance		1	Day Rate	18.00	126.00
Rental	2	Step Units 21"-29"		1	Day Rate	26.25	52.50
Rental	1	4' level					
Rental	1	squeegee					
Rental	2	Production Tents	FOH Tent + Stage Manager Tent				
3rd St Stage Total Before Discount:							\$1,843.49
						30% Discount:	\$553.04
3rd St Stage Total:							\$1,290.45
3rd St Audio							
Rental	1	MIDAS M32		1	Day Rate	288.75	288.75
Rental	1	Midas DL32					
Rental	6	L-Acoustics X15HQ Monitor Speaker		1	Day Rate	115.50	693.00
Rental	1	Shure Axient 8-Channel Rack		1	Day Rate	1,260.00	1,260.00
Rental	1	Shure ULXD Wireless Single COMBO		1	Day Rate	84.00	84.00
Rental	1	Mic Stand Kit (Double Band)		1	Day Rate	155.00	155.00
Rental	1	Mic Box 4 PURPLE		1	Day Rate	210.00	210.00
Retail	1	AA Batteries 1 Pack of 4		1	Rate	4.00	4.00
Rental	2	L-Acoustics SB18		1	Day Rate	105.00	210.00
Rental	2	L-ACOUSTICS SYVA COLINEAR SOURCE SYSTEM		1	Day Rate	236.25	472.50

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
Rental	2	L-ACOUSTICS SYVA LOW COLINEAR SOURCE SYSTEM		1	Day Rate	236.25	472.50
Rental	2	L-ACOUSTICS SYVA BASE		1	Day Rate	25.00	50.00
Rental	2	L-ACOUSTICS LA4X CONTROLLER		1	Day Rate	157.50	315.00
Rental	1	Audio Cable Package	Feeder, XLR, DO, Edison	1	Day Rate	125.00	125.00
3rd St Audio Total Before Discount:							\$4,339.75
30% Discount:							\$1,301.92
3rd St Audio Total:							\$3,037.83
3rd St Lighting							
Rental	2	Antari Snow Machine (DMX)	S-200X Silent Snow Machine	1	Day Rate	131.25	262.50
Rental	1	Lighting Power Distro 2		1	Day Rate	157.50	157.50
Rental	1	100' 4/0 FEEDER CASE		1	Day Rate	105.00	105.00
Rental	1	Net-X 1		1	Day Rate	105.00	105.00
Rental	1	Avolite Quartz Lighting Console		1	Day Rate	315.00	315.00
Rental	1	15' DMX 5 Pin Cable		1	Day Rate	2.10	2.10
Rental	8	Chauvet Rogue Outcast 2X Wash	Front lights	1	Day Rate	150.00	1,200.00
Rental	8	L6-20 TO TRUCON		1	Day Rate	2.75	22.00
Rental	4	Chauvet ColoRADO 3 Solo	uplights	1	Day Rate	78.75	315.00
Rental	4	L6-20 TO TRUCON		1	Day Rate	2.75	11.00
Rental	4	Truss Top Pad - Wood		1	Day Rate	25.00	100.00
Rental	2	10' Schedule 40 Pipe		1	Day Rate	26.25	52.50
Rental	2	TRUSS 10' 12"X12" BOX		1	Day Rate	105.00	210.00
Rental	8	Truss Bolt					
Rental	2	TRUSS 5' 12"X12" Box		1	Day Rate	52.50	105.00
Rental	8	Truss Bolt					
Rental	2	BASE PLATE LARGE- Metal		1	Day Rate	52.50	105.00
Rental	4	V Tower Ballast Block		1	Day Rate	10.00	40.00
3rd St Lighting Total Before Discount:							\$3,107.60
30% Discount:							\$932.28
3rd St Lighting Total:							\$2,175.32
Dickens After Dark The Pavilion							
Rental	4	12' Lighting Pipe Tree	SAND BAGS for safety	1	Day Rate	52.50	210.00
Rental	2	10' Schedule 40 Pipe				0.00	0.00
Rental	4	8' Schedule 40 Pipe					
Rental	4	4' Schedule 40 Pipe					
Rental	4	Base Boom - Threaded Schedule 40 Bases					
Rental	8	StageRight ME-1000 4 x 8 Deck	16' x 16' @ 2'	1	Day Rate	80.00	640.00
Rental	10	Stage Right ME-1000 2'-3' Leg		1	Day Rate	20.00	200.00
Rental	10	Stage Right Diag. Brace (YELLOW) 2'-3'					
Rental	10	Stage Right Horizontal Brace (Green)					
Rental	4	LOCATOR SINGLE (RED)					
Rental	2	LOCATOR Double Doubles (YELLOW)					
Rental	6	LOCATOR SINGLE DOUBLE (ORANGE)					
Rental	3	LOCATOR DOUBLE QUAD (BLUE)					
Rental	4	2'x8' STAGE SKIRTING Plain		1	Day Rate	18.00	72.00
Rental	1	Step Units 21"-29"		1	Day Rate	26.25	26.25
Rental	1	4' level					
Rental	1	squeegee					
Rental	13	Chauvet COLORdash Par-H12 IP		1	Day Rate	60.00	780.00
Rental	1	Chamsys MagicQ MQ70 Compact Console		1	Day Rate	450.00	450.00
Rental	2	QSC K12 Powered Speaker		1	Day Rate	78.75	157.50

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
Rental	2	IEC Cable - D Plug		1	Day Rate	0.37	0.74
Rental	2	SPEAKER STANDS		1	Day Rate	2.62	5.24
Rental	1	Shure ULXD 4CH Combo w/ Wireless Microphones		1	Day Rate	336.00	336.00
Rental	4	ULXD - UR2					
Retail	1	24 Pack AA Batteries		1	Rate	22.00	22.00
Rental	1	MIDAS M32		1	Day Rate	288.75	288.75
Rental	1	Midas DL32		1	Day Rate	52.50	52.50
Rental	1	Cable Package	XLR, NL4, DMX, Edison	1	Day Rate	80.00	80.00

Dickens After Dark | The Pavilion Total Before Discount: \$3,320.98
30% Discount: \$996.28
Dickens After Dark | The Pavilion Total: \$2,324.70

Tiny Tim's Kids Zone

Rental	2	Antari Snow Machine (DMX)	S-200X Silent Snow Machine	1	Day Rate	131.25	262.50
Rental	12	Chauvet COLORdash Par-H12 IP		1	Day Rate	60.00	720.00
Rental	12	L6-20 TO TRUCON		1	Day Rate	2.75	33.00
Rental	4	12' Lighting Pipe Tree	SAND BAGS for safety	1	Day Rate	52.50	210.00
Rental	4	8' Schedule 40 Pipe					
Rental	4	4' Schedule 40 Pipe					
Rental	4	Base Boom - Threaded Schedule 40 Bases					
Rental	4	Chauvet ColoRADO PXL BAR 16 - 1 METER		1	Day Rate	175.00	700.00
Rental	4	L6-20 TO TRUCON		1	Day Rate	2.75	11.00
Rental	4	String Light 48' 15 light		1	Day Rate	125.00	500.00
Rental	2	BLACK TRUSS 10' 12"x18" BOX		1	Day Rate	105.00	210.00
Rental	8	Truss Bolt					
Rental	2	Truss Top Pad - Wood		1	Day Rate	25.00	50.00
Rental	2	Base Plate Large - Wood		1	Day Rate	52.50	105.00
Rental	4	Chauvet COLORdash Par-H12 IP	Santa Clause Lighting	1	Day Rate	60.00	240.00
Rental	4	100' L6-20 -> TRUCON					
Rental	12	Chauvet WELL Fit	Santa Claus Lighting	1	Day Rate	52.50	630.00
Rental	1	Cable Package	Edison, DMX, power strips + tri taps	1	Day Rate	80.00	80.00

Tiny Tim's Kids Zone Total Before Discount: \$3,751.50
30% Discount: \$1,125.45
Tiny Tim's Kids Zone Total: \$2,626.05

3rd St Alley | Video Wall

Rental	50	Absen X5 - 500mmx562mm	10 panels wide by 5 panels high = 50 panels total Wall width: 16' 4.85" by Wall height: 9' 2.73" Resolution: Horizontal: 960 pix by Vertical: 540 pix Aspect Ratio: 1.78:1	1	Day Rate	105.00	5,250.00
Rental	50	Absen TruCon 3' Jump					
Rental	50	Absen Ethercon 3' Jump					
Rental	1	Absen Video Pro-HD		1	Day Rate	525.00	525.00
Rental	1	10 Panels x 5 Panels GS	10 wide by 5 high	1	Day Rate	575.75	575.75

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
Rental	6	4 panel Upright					
Rental	3	DBL SPACER RED					
Rental	2	DBL SPACER YELLOW					
Rental	12	1/2 COUPLER ADAPTER CLAMPS					
Rental	1	Atem Mini		1	Day Rate	75.00	75.00
Rental	2	Apple Macbook Pro 13" Show Laptop	1 Main 1 Redundant	1	Day Rate	157.50	315.00
Rental	1	Video Power Distro		1	Day Rate	157.50	157.50
Rental	1	4 GAUGE FEEDER CASE		1	Day Rate	100.00	100.00
Rental	1	Feeder TurnARound- F>F		1	Day Rate	1.00	1.00
Rental	1	Feeder TurnArrounds- M>M		1	Day Rate	1.00	1.00
Rental	1	Mackie 1402 Audio Mixer	Audio console	1	Day Rate	78.75	78.75
Rental	2	Decimator MD-HX		1	Day Rate	52.50	105.00
Rental	2	Decimator MD-HX Power Supply					
Rental	2	L-ACOUSTICS SYVA COLINEAR SOURCE SYSTEM		1	Day Rate	236.25	472.50
Rental	2	L-ACOUSTICS SYVA LOW COLINEAR SOURCE SYSTEM		1	Day Rate	236.25	472.50
Rental	2	L-ACOUSTICS SYVA BASE		1	Day Rate	25.00	50.00
Rental	1	L-ACOUSTICS LA4X CONTROLLER		1	Day Rate	157.50	157.50
Rental	2	L-Acoustics SB18		1	Day Rate	105.00	210.00
Rental	2	50' Edison Cable		1	Day Rate	3.78	7.56
Rental	3	Edison Power Strip		1	Day Rate	0.63	1.89
Rental	6	Chauvet WELL Fit	For after dark lighting, use Christmas lights	1	Day Rate	52.50	315.00
Rental	2	StageRight ME-1000 4 x 8 Deck	4' x 16' at 2' High	1	Day Rate	80.00	160.00
Rental	4	Stage Right ME-1000 2'-3' Leg		1	Day Rate	20.00	80.00
Rental	4	Stage Right Diag. Brace (YELLOW) 2'-3'					
Rental	4	Stage Right Horizontal Brace (Green)					
Rental	4	LOCATOR SINGLE (RED)					
Rental	2	LOCATOR Double Doubles (YELLOW)					
Rental	2	2'x8' STAGE SKIRTING Plain		1	Day Rate	18.00	36.00
Rental	1	4' level					
Rental	1	squeegee					
Rental	1	10 x 10 White Tent					
3rd St Alley Video Wall Total Before Discount:							\$9,146.95
30% Discount:							\$2,744.08
3rd St Alley Video Wall Total:							\$6,402.87
Food Truck Airstar Light							
Rental	1	AIRSTAR at food truck		1	Day Rate	2,000.00	2,000.00
Food Truck Airstar Light Total Before Discount:							\$2,000.00
30% Discount:							\$600.00
Food Truck Airstar Light Total:							\$1,400.00
Expendables							
Retail	4	Antari Snow Fluid 4L	Expendable - Tiny Tim Kids Zone	1	Rate	34.32	137.28
Retail	4	Antari Snow Fluid 4L	Expendable - 3rd St Stage	1	Rate	34.32	137.28
Rental	1	Radiance - Luminous 7 Haze Fluid 4 Liter	Expendable - Main Stage Jason Woods	1	Rate	119.73	119.73
Retail	4	Antari Snow Fluid 4L	Expendable - Main Stage Jason Woods	1	Rate	34.32	137.28
Rental	4	Quick Dissipating Fluid	Expendable - Main Stage Jason Woods	1	Rate	33.00	132.00
Retail	8	Ultratec True North Snow Fluid 4L	Expendable - Enchanted Cafe	1	Rate	60.00	480.00

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
						Expendables Total:	\$1,143.57
Power							
Rental	2	36k Generator	1 Unit Main Stage 1 Unit 2nd St Stage	1	Rate	1,335.10	2,670.20
Rental	2	20k Generators	1 Unit Pocket Park 1 Unit Tiny Tims	1	Day Rate	806.45	1,612.90
Rental	3	Cam Tails		1	Day Rate	68.90	206.70
Retail	1	Diesel Fuel		1	Day Rate	500.00	500.00
Rental	1	Delivery and Pickup Surcharges		1	Rate	1,136.09	1,136.09
						Power:	\$6,125.89
Labor							
Directors/Leads	1	Project Manager	Jillian DePriest - Project Manager				
Directors/Leads	1	Load In, Operate, Load Out Event Technician	Kevin Cann - Floater to relieve positions, fill snow machines, address any challenges Friday Project Manager for Saturday and Sunday				
Audio Labor	1	Load In, Operate, Load Out FOH Technician	Beau Brown - Main Stage Audio Friday, Saturday, Sunday				
Audio Labor	1	Load In, Operate, Load Out Stage Manager	Meghan Sarff - Main Stage Manager Friday, Saturday, Sunday				
Lighting	1	Load In, Operate, Load Out Lighting Technician	Andre Rossmanith - Main Stage Lighting Thursday, Friday, Saturday, Sunday				
Video Labor	1	Load In, Operate, Load Out Video Wall Technician	Joshua Greene - 3rd St Video Wall Thursday, Friday, Saturday, Sunday				
Audio Labor	1	Load In, Operate, Load Out FOH Technician	Will 3rd St Stage				
Audio Labor	1	Load In, Operate, Load Out Stage Manager	3rd St Stage				
Lighting	1	Load In, Operate, Load Out Lighting Technician	Corey 3rd St Stage				
Technician	1	Load In, Operate, Load Out System Technician	Friday and Saturday - Dickens After Dark				
Labor	10	Load In, Operate, Load Out Per Diem 12/11/2025 8:00 PM - 12/14/2025 6:00 PM					
Labor	9	Event Services					

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
		12/11/2025 8:00 PM - 12/14/2025 6:00 PM					
Technician	6	Stage Hand	Thursday Night				
		Load In, Setup					
Technician	14	Stage Hand	Friday Morning				
		Load In, Setup					
Technician	14	Stage Hand	Sunday night				
		Load Out					
						Labor Total:	\$44,390.00

Legal:
Equipment cannot be reserved until a signed contract is received.
Please note these items are not included in this quote:
*All payments made with a credit card will be assessed a 3.5% convenience fee based on the total payment per transaction.
*Fire Marshall fees if they need to be present. Ex. using haze, maximum occupancy drawings.
*House Fees: rigging, power, freight charges, and internet fees
*House Production Labor. Ex. load in/out supervisor and rigging labor.
*Labor is estimated and will be updated to the hours worked on the final invoice. Overtime and double-time charges will be added if labor falls under the following:
- Overtime will be applied between the hours of 12midnight - 8 am
- Overtime will be applied after 8 consecutive hours of work
- Doubletime will be applied after 14 consecutive hours of work
*A Meal Penalty will be applied at the overtime rate if technicians are not offered one of the following every 4 hours:
- A 1-hour walk away, unpaid lunch break
- 30-minute paid lunch break with the meal provided

Subtotal:	\$87,054.19
Sales Tax:	\$0.00
Delivery and Pickup:	\$750.00
Total:	\$87,804.19
Balance Due:	\$87,804.19

Notes:
Thursday, 12/11 – set-up after the Illuminated Procession (just like 2023) around 8pm
Friday, 12/12 – set-up/load-in starting at 8am; festival opens at 5pm; hours 5-9pm
Saturday, 12/13 – festival hours 10a-9p
Sunday, 12/14 – festival hours 10a-3p (note earlier closing); load-out starting at 5pm when PD gives us the “all-clear”.

"Must keep same crew" per Mariela. NO EXCEPTIONS!

10 Snow machines total for this event 25 containers of snow fluid billed

X

Signature

Date

Exhibit B – Scope of Work
Dickens on Centre 2025 Production Scope of Work
Festival Entrance with Snow, Cutout Lighting, Ambient Sound
Main Stage, 3rd Street Stage, Enchanted Village, Tiny Tim's Kid Zone, Movie Alley
The Pavilion (Dickens After Dark: Marley's Masquerade)

Festival Entrance & Cutout Lighting (Centre Street and 4th Street)

- 8 Chauvet COLORdash Par-H12 IP
- 1 String Light 48' 15 light
- 1 10' Schedule 40 Pipe
- 2 Sandbags
- 1 Base Boom - Threaded Schedule 40 Bases
- 5 Chauvet COLORdash Par-H12 IP
- Cable Pkg (25', 50', and 100' Edison cables)
- Cable Ramps

Ambient Sound (throughout festival footprint)

- 8 QSC K8.2
- 8 IEC Cable - D Plug
- 8 Stereo Breakout 3.5mm TRS to Dual ¼" TS
- Cable Pkg (25', 50', and 100' Edison cables & Edison Tri-Taps)

Main Stage (Centre Street and Front Street)

- 15 StageRight ME-1000 | 4 x 8 Deck (24'x20' Stage at 3'6" high)
- 12 Stage Right ME-1000 Stage Riser 3'-4' tall
- 12 Stage Right Diag. Brace (White) 3'-4'
- 12 Stage Right Diag. Brace (Yellow) 2'-3'
- 4 LOCATOR SINGLE (RED)
- 12 LOCATOR SINGLE DOUBLE (ORANGE)
- 8 LOCATOR SINGLE QUAD (GREEN)
- 3 4' level
- 2 squeegee
- 4 StageRight 4' Rail
- 3 Stage Right Back Rail
- 2 EZ Lift Step 32-48"
- 9 4'x8' STAGE SKIRTING PLEATED
- 10 Cable Ramps
- 3 Black outdoor P&D 12'x16'
- 3 7'-12' Black P&D Cross
- 4 8'-20' Black P&D Uprights
- 4 Black 35lbs P&D Base

Main Stage Audio

- 16 L-Acoustics KARA II Line Array Loudspeaker
- 4 L'Acoustics KS28 Subwoofer
- 4 L-Acoustics 5XT
- 5 L-Acoustics X15HQ Monitor Speaker
- 4 L-Acoustics LA-RAK II
- 2 Kara M-Bar
- 1 Kara II Bump Case
- 1 Kara II SL Hang Box
- 1 Kara II SR Hang Box
- 1 Kara II Power Distro
- 1 Kara II Audio Feeder Case
- 1 Kara FOH Loom
- 1 Ramtech Split
- 1 Behringer Wing Digital Mixing Console
- 1 Mic Stand Kit (Double Band)
- 1 Mic Box 3 Blue
- 1 100' XLR Snake – 12 Channel 4 Return
- 2 Shure Axient 8-Channel Rack
- 1 Shure ULXD Wireless 2CH COMBO
- 11 PylePro PMEMS10
- 2 COUNTRYMAN E6 HEADSET MIC (SHURE)
- 1 Feeder TurnARound- F>F
- 1 Feeder TurnARounds- M>M
- 1 Audio Cable Pkg (XLR, NL4, Edison, Power Strips)

Main Stage Lighting

- 1 GrandMA2 Light Lighting Console
- 1 300' LX Snake
- 1 Lighting Power Distro
- 1 50' 2/0 LX Feeder Case
- 8 Chauvet Rogue Outcast 2X Wash
- 8 L6-20 TO TRUCON
- 2 Chauvet Maverick Storm 4 Profile (ip65 1250w led spot fixture)
- 1 Wireless DMX Transmitter (for Colordashes on cutout lights)
- 6 Chauvet ColoRADO 3 Solo (uplights)
- 1 L6-20 TO TRUCON
- 10 V Tower Ballast Block
- 4 Base Plate Large - Metal
- 2 Black TRUSS 5' 12" X 18" BOX
- 12 Truss Bolt
- 4 6' Schedule 40 Pipe
- 4 Truss Top Pad – Wood
- 1 Ultratec Radiance Hazer

- 1 Filled Fluid Tank
- 2 Antari Snow Machine (DMX) (SL Elevated, SR Elevated for end of show)
- Lighting Cable Pkg (DMX cables – lots!)

Main Stage Production Items

- 2 Sandbag Case (15+ sandbags)
- 2 Production Tent
- 8 Anchoring Bucket
- 1 Motorola Digital XPR 3300 UHF Radio
- 1 6-Radio Motorola Charging Station
- 12 Motorola Biscuit Speaker
- 4 Lighting Ladder
- 4 8'Ladder

Third Street Stage (S 3rd Street and Ash)

- 12 StageRight ME-1000 | 4 x 8 Deck (24x20 Stage @ 2' high)
- 12 Stage Right ME-1000 Stage Riser 2'-3'tall
- 12 Stage Right Diag. Brace (Yellow) 2'-3'
- 12 Stage Right Horizontal Brace (Green)
- 4 LOCATOR SINGLE (RED)
- 2 LOCATOR Double Doubles (YELLOW)
- 2 LOCATOR Double QUAD (BLUE)
- 6 LOCATOR SINGLE DOUBLE (ORANGE)
- 4 StageRight 4' Rail
- 3 Stage Right Back Rail
- 7 2x8 STAGE SKIRTING Plain
- 2 Step Units 21"-29"
- 1 4' level
- 1 squeegee
- 2 Production Tents

Third Street Stage Audio

- 1 MIDAS M32
- 1 MIDAS DL32
- 6 L-Acoustics ARCS II
- 4 L'Acoustics KS28 Subwoofer
- 1 Mic Box 4 PURPLE
- 5 L-Acoustics X15HQ Monitor Speaker
- 4 L-Acoustics 5XT
- 2 L-Acoustics LA-RAK II
- 1 L'Acoustics Power Distro
- 2 Shure Axient 8-Channel Rack

- 1 Shure ULXD Wireless 2CH COMBO
- 1 Mic Stand Kit (Double Band)
- 1 AA Batteries | 1 pk of 4
- 1 Audio Cable Pkg (Feeder, XLR, DO, Edison)

Third Street Stage Lighting

- 2 Antari Snow machine
- 1 Lighting Power Distro
- 1 100' 4/0 LX Feeder Case
- 1 Net-X 1
- 1 Avolite Quartz Lighting Console
- 15 DMX 5 Pin Cable
- 6 Chauvet Rogue Outcast 2X Wash
- 8 L6-20 TO TRUCON
- 4 Truss Top Pad – Wood
- 2 10' Schedule 40 Pipe
- 2 Black TRUSS 10' 12" X 12" BOX
- 8 Truss Bolt
- 2 Black TRUSS 5' 12" X 12" BOX
- 8 Truss Bolt
- 2 Base Plate Large - Metal
- 4 V Tower Ballast Block

Enchanted Village (S 2nd Street between Centre and Ash)

- 16 Festoon Strands
- 40 Chauvet Festoon Bulb
- 4 Chauvet Festoon Brain
- 4 Chauvet Festoon IP Extension Cable
- 1 Aircraft Cable
- 1 Air Wall Hanger
- 5 Chauvet COLORdash PAR-H12 IP (2 uplights at entrance; 1 on truss facing hostess table)
- 2 BLACK TRUSS 10' 12"X18" Box
- 8 Truss Bolt
- 2 Base Plate Large – Metal
- 2 Truss Top Pad - Wood
- 2 Ultratec True North Snow Machine (NonDMX)

Tiny Tim's Kids Zone

- 16 Chauvet COLORdash PAR-H12 IP
- 16 L6-20 TO TRUCON
- 4 12' Lighting Pipe Tree
- 4 8' Schedule 40 Pipe
- 4 4' Schedule 40 Pipe

- 4 Base Boom – Threaded Schedule 40 Bases
- 4 String Lights 48' 15 light
- 2 Antari Snow Machine (DMX) (S-200X Silent Snow Machine)
- 2 BLACK TRUSS 10' 12"X18" Box
- 8 Truss Bolt
- 2 Base Plate Large - Wood
- 2 Truss Top Pad - Wood
- 5 Chauvet COLORdash PAR-H12 IP (Santa Clause Lighting)
- 2 100' L6-20 TO TRUCON
- 12 Chauvet WELL Fit (Santa Clause Lighting)
- 1 String lights under the tent 17
- 1 Cable Pkg (Edison, DMX, power strips + tri taps)

3rd St Alley | Movie Area (N 3rd Street)

- 50 Absen X5 - 500mmx562mm (10 panels wide by 5 panels high=50 total; Wall width: 16' 4.85" by Wall height: 9' 2.73"; Resolution: 960pix by 540pix; Aspect Ratio: 1.78:1)
- 50 Absen TruCon 3' Jump
- 50 Absen Ethercon 3' Jump
- 1 Absen Video Pro-HD
- 1 Atem Mini
- 2 Apple Macbook Pro 13" Show Laptop
- 1 Video Power Distro
- 1 4 GAUGE FEEDER CASE
- 1 Feeder TurnARound- F>F
- 1 Feeder TurnArounds- M>M
- 1 Mackie 1402 Audio Mixer
- 2 Decimator MD-HX
- 2 Decimator MD-HX – power supply
- 2 L-ACOUSTICS SYVA COLINEAR SOURCE SYSTEM
- 2 L-ACOUSTICS SYVA LOW COLINEAR SOURCE SYSTEM
- 2 L-ACOUSTICS SYVA BASE
- 1 L-ACOUSTICS LA4X CONTROLLER
- 2 L-Acoustics SB18
- 2 50' Edison Cable
- 3 Edison Power Strip
- 1 10 Panela x 5 Panels GS
- 6 4 Panel Upright
- 3 DBL Spacer Red
- 2 DBLE Spacer Yellow
- 12 ½ Coupler Adapter Clamps
- 12 Sandbags
- 2 4' X 8' @ 2-3' STAGE
- 2 StageRight ME-1000 | 4 x 8 Deck
- 4 Stage Right ME-1000 2'-3' Tall

- 4 Stage Right Diag. Brace (YELLOW) 2'-3'
- 4 Stage Right Horizontal Brace (Green)
- 8 LOCATOR SINGLE (RED)
- 2 Locator Double Doubles (Yellow)
- 2 4' Level
- 1 squeegee
- 8 2'x8' STAGE SKIRTING NON-PLEATED
- 1 10x10 White Production Tent

The Pavilion - Dickens After Dark: Marley's Masquerade (N 2nd Street)

- 4 12' Lighting Pipe trees
- 4 8' Schedule 40 Pipe
- 4 4' Schedule 40 Pipe
- 4 Base Boom – Threaded Schedule 40 Bases
- 10 Sandbags
- 16 Chauvet COLORdash PAR-H12 IP
- 1 Chamsys MagicQ MQ70 Compact Console
- 2 QSC K12 Powered Speaker
- 2 Speaker stands
- 1 Shure ULXD 4CH Combo w/Wireless Microphones
- 1 24 Pk AA Batteries
- 4 ULXD – UR2
- 2 IEC Cable D Plug
- 1 MIDAS M32
- 1 MIDAS DL32
- 1 Cable Pkg (XLR, NL4, DMX, Edison)

Expendables

- 4 Antari Snow Fluid | 4L (Tiny Tim's Kids Zone)
- 4 Antari Snow Fluid | 4L (2nd Street Stage)
- 1 Radiance – Luminous 7 Haze Fluid | 4 L (Main Stage)
- 4 Antari Snow Fluid | 4L (Main Stage)
- 4 Quick Dissipating Fluid (Main Stage)
- 8 Ultratec True North Snow Fluid | 4 L (Enchanted Village)

Power

- 2 36k Generator
- 2 20k Generators
- 3 Cam Tails
- 1 Diesel Fuel
- 1 Delivery and Pickup Surcharges

Labor

- 1 Project Manager
- 1 Event Technician for Main Stage & Second Street Stage
- 2 FOH Technician Main Stage & Second Street Stage
- 2 Stage Manager Main Stage & Second Street Stage
- 2 Lighting Technician Main Stage & Second Street Stage
- 1 Video Wall Technician
- 2 Event Technician for Main Stage & Second Street Stage
- 1 System Technician (Lesesne House – Dickens After Dark)
- 10 Stagehand (Thursday night)
- 16 Stagehand (for Friday load-in both stages)
- 16 Stagehand (for Sunday load out both stages)

EXHIBIT "C"
GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Part One – Workers' Compensation Insurance – Unlimited
Statutory Benefits as provided in the Florida Statutes and

Part Two – Employer's Liability Insurance

Bodily Injury By Accident	\$500,000 Each Accident
Bodily Injury By Disease	\$500,000 Policy Limit
Bodily Injury By Disease	\$500,000 Each Employee

*If leased employees are used, policy must include an Alternate Employer's Endorsement

AUTOMOBILE LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Automobile Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Combined Single Limit – Each Accident	\$1,000,000
---------------------------------------	-------------

Covered Automobiles shall include any auto owned or operated by the insured Vendor/Contractor, including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective Vendor/Contractor.

Vendor/Contractor shall require each of his Sub-Vendor/Contractors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage and Automobile Liability insurance coverage meeting the same limit and requirements as the Vendor/Contractors insurance.

Certificates of Insurance and the insurance policies required for this Agreement shall contain –

- **Endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.**
 - **Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability policy (ies).**
 - **CGL policy for construction related contracts –**
 - **Additional Insured Endorsement must include Ongoing and Completed**
 - **CGL policy shall not be endorsed with Contractual Liability Limitation Endorsement or Amendment of Insured Contract Definition**
 - **CGL policy shall include broad form contractual liability coverage for the Contractors covenants to and indemnification of the Authority under this Contract**
- **Provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.**
- **Provision that policies, except Workers' Compensation, are primary and noncontributory.**

Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision under General Liability, Auto Liability, Environmental Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Vendor/Contractor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Vendor/Contractor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Vendor/Contractor, in which event, Vendor/Contractor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Vendor/Contractor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Vendor/Contractors coverage based on the evidence of insurance provided by the Vendor/Contractor shall not be construed as a waiver by Nassau County Board of County Commissioners of Vendor/Contractor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Vendor/Contractors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of Vendor/Contractor's right under any policy with higher limits, and no policy maintained by the Vendor/Contractor shall be construed as limiting the type, quality or quantity of insurance coverage that Vendor/Contractor should maintain. Vendor/Contractor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Vendor/Contractor or any Sub-Vendor/Contractor contains deductible(s), penalty(ies) or self-insured retention(s), the Vendor/Contractor or Sub-Vendor/Contractor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Vendor/Contractor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.

E



Board of County Commissioners

Item Title: Consider and Approve a Resolution Authorizing the Use of Tourist Development Tax Revenues for the Dickens on Centre Event
Date: June 23, 2025
Department: OMB

Background:

The Nassau County Board of County Commissioners (BOCC) and the Amelia Island Tourist Development Council (AITDC) believe that special events are vital to the successful development of Amelia Island as a year-round tourist destination. A significant role of the Amelia Island Tourist Development Council's marketing effort is developing new offerings that enhance this mission. In general, the AITDC may support events whose primary purpose is the generation of additional room nights at Amelia Island lodging facilities and/or support of the Amelia Island brand. The Nassau County Board of County Commissioners has an approved AITDC Sponsorship Funding Policy which provides the guidelines for requests for sponsorships from Tourist Development Tax (TDT) revenues. The BOCC has contracted with the Amelia Island Convention and Visitors Bureau (AICVB) to execute the marketing of Amelia Island as a world-class tourism destination and the AICVB performs tasks recommended by the AITDC and approved by the BOCC, including the Dickens on Centre Event.

Section 125.0104 (5)(a)3., Florida Statutes, states, "if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists."

On May 28, 2025, the AITDC approved Resolution 2025-103 which recommends to the BOCC the use of TDT revenues to engage various vendors and services for the Dickens on Centre event in an amount not to exceed the previously approved FY24-25 budget totaling \$500,000, and the delegation of authority to the President and CEO of the AICVB to select the actual vendors and services pursuant to the requirements of the Nassau County Purchasing Policy.

Request:

Consider the following: 1) Consider and approve a Resolution authorizing the use of Tourist Development Tax Revenues to engage various vendors and services for the Dickens on Centre Event, in a total amount not to exceed \$500,000 as previously adopted by the BOCC; 2) Delegate to the Amelia Island Convention and Visitors Bureau President and CEO the authority to select the actual vendors and service providers for the Dickens on Centre event pursuant to the requirements of the Nassau County Purchasing Policy.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

The use of Tourist Development Tax (TDT) revenues for this sponsorship will assist in creating tourism growth in Nassau County. TDT funds are generated by a 5% tax on short term accommodations on Amelia Island and are not part of ad valorem tax revenue.

Action Requested and Recommendation:

Consider the following: 1) Consider and approve a Resolution authorizing the use of Tourist Development Tax Revenues to engage various vendors and services for the Dickens on Centre Event, in a total amount not to exceed \$500,000 as previously adopted by the BOCC; 2) Delegate to the Amelia Island Convention and Visitors Bureau President and CEO the authority to select the actual vendors and service providers for the Dickens on Centre event pursuant to the requirements of the Nassau County Purchasing Policy.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source:

37523552-548520 DOC

APPROVED BOCC

DATE 6/23/25 WJ

Additional Information Needed for Contracts/Agreements (If Applicable)



Board of County Commissioners

Item Title: Consider and Approve a Resolution Authorizing the Use of Tourist Development Tax Revenues for the Dickens on Centre Event
Date: June 23, 2025
Department: OMB

Background:

The Nassau County Board of County Commissioners (BOCC) and the Amelia Island Tourist Development Council (AITDC) believe that special events are vital to the successful development of Amelia Island as a year-round tourist destination. A significant role of the Amelia Island Tourist Development Council's marketing effort is developing new offerings that enhance this mission. In general, the AITDC may support events whose primary purpose is the generation of additional room nights at Amelia Island lodging facilities and/or support of the Amelia Island brand. The Nassau County Board of County Commissioners has an approved AITDC Sponsorship Funding Policy which provides the guidelines for requests for sponsorships from Tourist Development Tax (TDT) revenues. The BOCC has contracted with the Amelia Island Convention and Visitors Bureau (AICVB) to execute the marketing of Amelia Island as a world-class tourism destination and the AICVB performs tasks recommended by the AITDC and approved by the BOCC, including the Dickens on Centre Event.

Section 125.0104 (5)(a)3., Florida Statutes, states, "if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists."

On May 28, 2025, the AITDC approved Resolution 2025-103 which recommends to the BOCC the use of TDT revenues to engage various vendors and services for the Dickens on Centre event in an amount not to exceed the previously approved FY24-25 budget totaling \$500,000, and the delegation of authority to the President and CEO of the AICVB to select the actual vendors and services pursuant to the requirements of the Nassau County Purchasing Policy.

Request:

Consider the following: 1) Consider and approve a Resolution authorizing the use of Tourist Development Tax Revenues to engage various vendors and services for the Dickens on Centre Event, in a total amount not to exceed \$500,000 as previously adopted by the BOCC; 2) Delegate to the Amelia Island Convention and Visitors Bureau President and CEO the authority to select the actual vendors and service providers for the Dickens on Centre event pursuant to the requirements of the Nassau County Purchasing Policy.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

The use of Tourist Development Tax (TDT) revenues for this sponsorship will assist in creating tourism growth in Nassau County. TDT funds are generated by a 5% tax on short term accommodations on Amelia Island and are not part of ad valorem tax revenue.

Action Requested and Recommendation:

Consider the following: 1) Consider and approve a Resolution authorizing the use of Tourist Development Tax Revenues to engage various vendors and services for the Dickens on Centre Event, in a total amount not to exceed \$500,000 as previously adopted by the BOCC; 2) Delegate to the Amelia Island Convention and Visitors Bureau President and CEO the authority to select the actual vendors and service providers for the Dickens on Centre event pursuant to the requirements of the Nassau County Purchasing Policy.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source:

37523552-548520 DOC

Additional Information Needed for Contracts/Agreements (If Applicable)

Handwritten notes and signatures in the bottom right corner:

- HMN 6/18/25
- 6/18/25
- 6-18-25
- 6/18/25
- 6-18-25

Contract Number assigned by Contracts Management:

N/A

For non-governmental agencies, has the document been sent to the vendor for signature?

N/A

Does the document need to be recorded? If so, who will pay the recordation fee?

No

Are there any special mailing instructions? (Include contact name, address, deadline for submittal, how to mail such as express mail, FedEx, etc.):

Email executed documents to OMB.

How many originals are needed?

One

AITDC RESOLUTION NO. 2025-103

A RESOLUTION OF THE AMELIA ISLAND TOURIST DEVELOPMENT COUNCIL OF NASSAU COUNTY, FLORIDA RECOMMENDING TO THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS THE USE OF TOURIST DEVELOPMENT TAX REVENUES FOR THE ENGAGEMENT OF VARIOUS VENDORS AND SERVICES FOR THE DICKENS ON CENTRE EVENT IN AN AMOUNT NOT TO EXCEED THE PREVIOUSLY APPROVED FISCAL YEAR 2024/2025 BUDGET FOR THE DICKENS ON CENTRE EVENT TOTALING FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) AS ADOPTED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS AND THE DELEGATION OF AUTHORITY TO THE PRESIDENT AND CEO OF THE AMELIA ISLAND CONVENTION AND VISITORS BUREAU, INC. TO SELECT THE ACTUAL VENDORS AND SERVICES PURSUANT TO THE REQUIREMENTS OF THE NASSAU COUNTY PURCHASING POLICY; FURTHER FINDING THAT THE USE OF TOURIST DEVELOPMENT TAX REVENUES FOR THE 2025 DICKENS ON CENTRE EVENT WILL ENHANCE VISITOR EXPERIENCES, PROMOTE TOURISM ON AMELIA ISLAND, IN NASSAU COUNTY, AND IN THE STATE OF FLORIDA, AND GROW THE TOURISM MARKET; PROVIDING CERTAIN LEGISLATIVE FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the Board of County Commissioners (BOCC), levies and imposes a tourist development tax to promote through marketing and advertising Amelia Island and to increase tourist-related business activities; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC established the Amelia Island Tourist Development Council (AITDC) as an advisory board to oversee the development and marketing of Amelia Island and the expenditure of the tourist development tax revenues; and

WHEREAS, the tourist development tax revenues received by Nassau County are restricted revenues, and the expenditure of those revenues shall comply with Section 125.0104, Florida Statutes, the Florida Administrative Code, Sections 30-61 through 30-68 of the Nassau County Code of Ordinances, and AITDC Policies as approved by the BOCC; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC has contracted with the Amelia Island Convention and Visitors Bureau (AICVB) to execute the marketing of Amelia Island as a world-class tourism destination; and

WHEREAS, the AICVB performs tasks recommended by the AITDC and approved by the BOCC; and

WHEREAS, one of those tasks includes the Dickens on Centre Event; and

WHEREAS, the AITDC finds that the engagement of various vendors and service providers for the Dickens on Centre Event and the delegation of authority to the President and CEO of the AICVB to select the Dickens on Centre Event vendors and service providers will enhance visitor experiences and promote tourism on Amelia Island, Nassau County and in the State of Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE AITDC, as follows:

SECTION 1. FINDINGS. The above findings are true and correct and are hereby incorporated herein by reference.

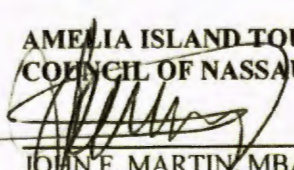
SECTION 2. USE OF TOURIST DEVELOPMENT TAX REVENUES. The AITDC hereby recommends that:

- a. The BOCC authorize the utilization of tourist development tax revenues for the engagement of various vendors and service providers for the Dickens on Centre Event in an amount not to exceed the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) for the Dickens on Centre Event as adopted by the Nassau County Board of County Commissioners, as a means to promote tourism on Amelia Island, Nassau County and in the State of Florida.
- b. The BOCC delegate to the President and CEO of the AICVB the authority to select the actual vendors and service providers for the Dickens on Centre Event on the condition that the President and CEO of the AICVB shall prepare and submit for approval all said contracts or requisitions with the vendors and service providers pursuant to the requirements contained in the Nassau County Purchasing Policy located at Section 1-141 of the Nassau County Code of Ordinances and within the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) for the Event as adopted by the BOCC.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 28th day of May, 2025.

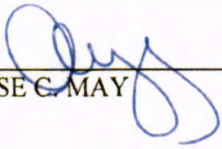
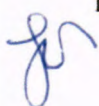
**AMELIA ISLAND TOURIST DEVELOPMENT
COUNCIL OF NASSAU COUNTY, FLORIDA**


JOAN F. MARTIN, MBA

Its Chairman

Date: May 28, 2025

Approved as to form by the
Nassau County Attorney:

DENISE C. MAY

RESOLUTION NO. 2025- 110

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA AUTHORIZING THE USE OF TOURIST DEVELOPMENT TAX REVENUES FOR THE ENGAGEMENT OF VARIOUS VENDORS AND SERVICES FOR THE DICKENS ON CENTRE EVENT IN AN AMOUNT NOT TO EXCEED THE PREVIOUSLY APPROVED FISCAL YEAR 2024/2025 BUDGET FOR THE DICKENS ON CENTRE EVENT TOTALING FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) AS ADOPTED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS; AND DELEGATING TO THE PRESIDENT AND CEO OF THE AMELIA ISLAND CONVENTION AND VISITORS BUREAU, INC. THE AUTHORITY TO SELECT THE VENDORS AND SERVICES PURSUANT TO THE REQUIREMENTS OF THE NASSAU COUNTY PURCHASING POLICY; FURTHER FINDING THAT THE USE OF THE TOURIST DEVELOPMENT TAX REVENUES FOR THE 2025 DICKENS ON CENTRE EVENT WILL ENHANCE VISITOR EXPERIENCES, PROMOTE TOURISM ON AMELIA ISLAND, IN NASSAU COUNTY, AND IN THE STATE OF FLORIDA, AND GROW THE TOURISM MARKET; PROVIDING FOR CERTAIN LEGISLATIVE FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the Board of County Commissioners (BOCC), levies and imposes a tourist development tax to promote through marketing and advertising Amelia Island and to increase tourist-related business activities; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC established the Amelia Island Tourist Development Council (AITDC) as an advisory board to oversee the development and marketing of Amelia Island and the expenditure of the tourist development tax revenues; and

WHEREAS, the tourist development tax revenues received by Nassau County are restricted revenues, and the expenditure of those revenues shall comply with Section 125.0104, Florida Statutes, the Florida Administrative Code, Sections 30-61 through 30-68 of the Nassau County Code of Ordinances, and AITDC Policies as approved by the BOCC; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC has contracted with the Amelia Island Convention and Visitors Bureau (AICVB) to execute the marketing of Amelia Island as a world-class tourism destination; and

WHEREAS, the AICVB performs tasks recommended by the AITDC and approved by the BOCC including the Dickens on Centre Event; and

WHEREAS, the BOCC finds that the engagement of various vendors and service providers for the Dickens on Centre Event and the delegation of authority to the President and CEO of the AICVB to select the Dickens on Centre Event vendors and service providers will enhance visitor experiences and promote tourism on Amelia Island, Nassau County and in the State

of Florida; and

WHEREAS, the BOCC now desires to act upon the ATTDC recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOCC, as follows:

SECTION 1. FINDINGS. The above findings are true and correct and are hereby incorporated herein by this reference.

SECTION 2. USE OF TOURIST DEVELOPMENT TAX REVENUES. The BOCC hereby:

- a. Authorizes the use of tourist development tax revenues for the engagement of various vendors and service providers for the Dickens on Centre Event in an amount not to exceed the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) for the Dickens on Centre Event as previously adopted by the BOCC.
- b. Delegates to the President and CEO of the AICVB the authority to select the actual vendors and service providers for the Dickens on Centre Event on the condition that the President and CEO of the AICVB shall prepare and submit for approval all said contracts or requisitions with the vendors and service providers pursuant to the requirements contained in the Nassau County Purchasing Policy found at Section 1-141 of the Nassau County Code of Ordinances and within the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) as previously adopted by the BOCC.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

[Remainder of this page left intentionally blank]

PASSED AND ADOPTED this 23rd day of June, 2025.

**BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA**



A.M. "Hupp" Huppmann
Its: Chairman

Date: 6-23-2025

ATTEST as to Chairman's Signature:

Approved as to form:



Mitch L. Keiter
Its: Ex-Officio Clerk

Denise C. May, Esq., BCS

DENISE C. MAY
County Attorney

TDC REQUISITION FORM 2025

VENDOR NAME & ADDRESS
Vendor AVL Productions, Inc.
Address 3500 Beachwood Ct. Suite 104 Jacksonville, FL 322
Email stephen@avlproductions.com
Phone 904.551.1315

NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place Suite 1
Yulee, FL 32097

DEPARTMENT
OMB / TDC

REQUESTED BY: Gil Langley

VENDOR NUMBER		PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	PURCHASE ORDER TOTAL	DISCOUNT TERMS
DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	FUND ACCOUNT NUMBER
4/15/2024	Production Stage Services for Dickens on Centre	1		\$87,804.19	37523552-548520 DOC
	50% in FY24-25 on contract execution			\$ -	
	50% in FY25 -26 on completion of work			\$ -	
	Please create PO for full amount and we will rollover.			\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

Purchasing Process
Competitive Written Quotes \$10,000-\$100,000

ORIGINAL - FINANCE
COPY- DEPARTMENT

Shipping: \$ -
Total: \$87,804.19

Department Head / Managing Agent
I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy. *Marshall Eyerman* 7/9/2025 *GL* 7/9/2025

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)
I attest that, to the best of my knowledge, funds are available for payment. *Chris Lacambra* 7/9/2025 *JP* 7/8/2025

Procurement Director (signature required if greater than \$5,000.00)
I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy. *Denise Adams* 7/10/2025

County Manager r (signature required if greater than \$100,000.00)
I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

Clerk: *LPB*
Date: 7/21/2025

purchasing method	Description
Competitive Verbal Quotes \$1,000-\$4,999	
Competitive Written Quotes \$10,000-\$100,000	
4.2 Sole Source/Single Source (see attached form)	Sole Source: the goods or services can be legally purchased from only one source. Single Source: when goods or services can be purchased from multiple sources, but in order to meet certain functional or performance requirements, there is only one economically feasible source for the purchase.
5.1 Best interest of the Public (see attached form)	The purchase of any goods or services, or combination thereof, which, in the sole descretion of the BOCC, is in the best interest of ht epublic to be procured by any means other than those provided for herein, so long as, in the sole descretion of the County Attorney, the Procurement does not violate any federal, state, or other local law.
5.2 Communications	Equipment, supplies, materials, or services, including Internet access service and newspaper ads that are used as modes of communication.
5.3 Publications	Books, periodicals, printed materials, artwork, photographs, film, film strips, video tapes, dck ir tape recordings, materials purchased directly from the producer or publisher, the owner of the copyright, an exlusive agent with the state, a governmental agency, or a recognized educational institute.
5.5 Lodging and Transportation	Seminars, workshop, training, overnight lodging, transportation, dues, members.
5.8 Other Professional Services	Acquisition of other Professional Services for lobbyist, legal services, medical services, financial services, planning or any other professional services not defines in s. 287.055, Florida Statutes.
Artistic Services FL SS 287.057 (3) (e) 1.	FLSS287.057(E)1 The following contractual services and commodities are NOT subject to the competitive-solicitation requirements of the section: 1. Artistic services. As used in this subsection, the term "artistic services" does not include advertising or typesetting. As used in the subparagraph,the term "advertising" means the making of a representation in any form in connection with a trade, business, craft, or profession in order to promote the supply of commodities or services by the person promoting the commodities or contractual services...
Advertising	See 10/7/2019 email by Megan Diehl stating "professional marketing services" can be considered recommended by the AITDC and approved by the BOCC until the updated policies and procedures have been ratified...
Media Insertion Order	
Carry Forward - PO Balance to next FY	

Certificate Of Completion

Envelope Id: FF7DBA23-51EB-4784-BC19-5567F3195032

Status: Completed

Subject: Complete with Docusign: CM3942 AVL \$87,804.19

Source Envelope:

Document Pages: 51

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 7

Tracy Poore

AutoNav: Enabled

tpoore@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Tracy Poore

Location: DocuSign

7/8/2025 1:42:39 PM

tpoore@nassaucountyfl.com

Signer Events

Signature

Timestamp

Tracy Poore

Sent: 7/8/2025 1:54:48 PM

tpoore@nassaucountyfl.com

Viewed: 7/8/2025 1:55:02 PM

OMB Admin

Signed: 7/8/2025 1:55:34 PM

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Gil Langley

Sent: 7/8/2025 1:55:39 PM

glangley@ameliaisland.com

Viewed: 7/9/2025 10:48:00 AM

Security Level: Email, Account Authentication
(None)

Signed: 7/9/2025 10:48:19 AM

Signature Adoption: Pre-selected Style
Using IP Address: 50.196.104.105

Electronic Record and Signature Disclosure:

Accepted: 7/9/2025 10:48:00 AM

ID: ab6de09a-5546-447e-8205-6d55995cfea6

Marshall Eyerman

Sent: 7/9/2025 10:48:21 AM

MEyerman@nassaucountyfl.com

Viewed: 7/9/2025 1:44:13 PM

Assistant County Manager

Signed: 7/9/2025 1:44:35 PM

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

chris lacambra

Sent: 7/9/2025 1:44:37 PM

clacambra@nassaucountyfl.com

Viewed: 7/9/2025 8:12:58 PM

OMB Director

Signed: 7/9/2025 8:14:03 PM

Nassau County BOCC


Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Michelle Proctor mproctor@nassaucountyfl.com Risk Manager Security Level: Email, Account Authentication (None)</p>	<p><i>MP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/9/2025 8:14:05 PM Viewed: 7/10/2025 7:46:39 AM Signed: 7/10/2025 7:47:07 AM</p>
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/10/2025 7:47:10 AM Viewed: 7/10/2025 10:38:13 AM Signed: 7/10/2025 10:38:29 AM</p>
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
<p>Stephen Unkelbach stephen@avlproductions.com Security Level: Email, Account Authentication (None)</p>	<p><i>[Signature]</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 2600:387:15:3c10::9 Signed using mobile</p>	<p>Sent: 7/10/2025 10:38:34 AM Viewed: 7/15/2025 6:46:00 AM Signed: 7/15/2025 6:46:20 AM</p>
Electronic Record and Signature Disclosure: Accepted: 7/15/2025 6:46:00 AM ID: 9fd93a07-3664-471b-84cc-a6bdbf91b1eb		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/15/2025 6:46:24 AM Viewed: 7/15/2025 11:37:50 AM Signed: 7/15/2025 11:38:02 AM</p>
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/15/2025 11:38:06 AM Resent: 7/18/2025 4:32:20 PM Viewed: 7/18/2025 4:34:12 PM Signed: 7/18/2025 4:34:35 PM</p>
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>[Signature]</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 7/18/2025 4:34:38 PM Viewed: 7/18/2025 4:38:03 PM Signed: 7/18/2025 5:22:09 PM</p>
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Signer Events	Signature	Timestamp
Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 7/18/2025 5:22:11 PM Viewed: 7/21/2025 11:12:27 AM Signed: 7/21/2025 11:12:47 AM

Electronic Record and Signature Disclosure:
Accepted: 2/4/2021 9:59:11 AM
ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/21/2025 11:12:50 AM Viewed: 7/21/2025 11:15:18 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Linda Van Haren Ivanharen@ameliaisland.com AICVB Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/21/2025 11:12:51 AM
--	-------------------	-----------------------------

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Mariela Murphy mmurphy@ameliaisland.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/21/2025 11:12:52 AM
--	-------------------	-----------------------------

Electronic Record and Signature Disclosure:
Accepted: 5/21/2024 1:08:10 PM
ID: 967d61b1-d757-4769-8224-b2caf3b6605b

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/8/2025 1:54:48 PM
Certified Delivered	Security Checked	7/21/2025 11:12:27 AM
Signing Complete	Security Checked	7/21/2025 11:12:47 AM
Completed	Security Checked	7/21/2025 11:12:52 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.