



35th Annual December Christmas 8th & 9th Festival

Dear Christmas Fest Vendor:

You are receiving this letter because we have received and accepted your 35th Annual Christmas Fest Vendor Application. In this letter you will find all of the information you will need regarding the festival (check-in, setup, rules, schedule, tax info, etc.). Please review the enclosed information prior to the festival. If you have any questions please call the chamber at **251.937.5665 ext 3** or email **kristina@northbaldwinchamber.com**.

Check-In & Set-Up

Each vendor is required to check-in with North Baldwin Chamber of Commerce staff during set-up time. The check-in location will be near **106 East 1st Street on the northwest corner of Blackburn Park (Next to North Baldwin Tae Kwon Do)**. There, you will receive your vendor packet including: booth number, a layout of booths, tax papers, and other pertinent information.

PLEASE DO NOT FAIL TO COME AND CHECK-IN OR WE MAY GIVE YOUR BOOTH TO ANOTHER VENDOR.

**Also, if you choose to set up on Thursday night, note that there may be cars parked in your booth space. There are other events going on in the downtown areas. Please be patient and notify chamber staff and they will have the car moved as soon as possible.

***ALL VENDORS WITH POWER ARE REQUIRED TO SET UP THURSDAY, DECEMBER 8TH

THURSDAY, December 7th:

5:30-8:30pm **Vendor Set Up/Check-in** - ***If you are a food vendor or a vendor who registered for a power booth, we require that you check in and set up during this time, as we will have city workers on hand to help out with the power/water hook ups. Non-power vendors are also welcome to check in on Thursday night. **Check-in will not begin until 5:30pm.**

FRIDAY, December 8th:

8:00-10:00am **Vendor Set Up/Check-in** - ***If you do not wish to set up on Thursday night you can check in during this time.
10:00am **Vendor Booths Open**
8:00pm **Vendor Booths Close**

SATURDAY, December 9th:

8:00am **Vendor Booths Open**
4:00pm **Vendor Booths Close**
4:00pm - until **Vendor tear down/clean up**

Booth Information

Booth spaces are 10'x10'. Tents and pull behind trailers are allowed, but the tent or trailer **MUST BE CONFINED** to the booth space you have rented. Your vendor setup (tent, tables, chairs, merchandise, etc.) **MUST BE CONFINED** within the booth space(s) you have rented. Your vendor space will be open on two sides (street side and back side), and you will likely have another vendor immediately to your left and to your right. If you wish for festival goers to be able to walk all the way around the exterior of your booth it is your responsibility to adjust your 10X10 space accordingly. You will not be allowed to park by your booth except during the assigned set up and tear down times. Otherwise there is no designated vendor parking.

Baked Goods

Vendors are not allowed to prepare food at home for sale at the festival. **YOU WILL RECEIVE A CITATION FROM THE HEALTH DEPARTMENT IF YOU DO NOT COMPLY.** All food must be prepared onsite and only with Health Department licenses.

Only exception: If you hold a Cottage License, please bring it with you and be prepared to show it to the Baldwin County Health Inspector who WILL BE on site Friday morning.

Vendor Business Licenses

It is the individual responsibility of each vendor to ensure compliance with a State of Alabama, Baldwin County and local business licensing requirements. A representative of the License Inspector of Baldwin County may be contacted to discuss requirements. Please direct questions to Licensing Inspector representative, (251) 937-0260 ext 7013. For business licensing requirements for the city of Bay Minette please call 251-580-1619.

Tax Information

Every vendor is responsible for city, county, and state taxes. All of the pertinent forms are included in the registration packet you will receive at check-in. IT IS VERY IMPORTANT THAT YOU DO NOT LOSE THIS PACKET; these are the only hard copies you will receive. Replacement tax information can be emailed upon request after the festival.

**NOTE: As of October 1st, 2013, the State of Alabama offers a ONE SPOT system where vendors and businesses can file their city, county and state taxes through a single website all at the same time. For more information and to register visit: <http://www.myalabamataxes.alabama.gov>*

Baldwin County Health Department Requirements (FOOD VENDORS ONLY)

****The Baldwin County Health Department will be contacting you after you are accepted into the festival. This is an abbreviated list of requirements. For more information contact the Baldwin County Health Department at 251-947-3618.**

- Must have a BC Health Department license. Cost is \$50.00. Inspections may be made onsite on Friday morning of the event.
- All cooking and food preparation must be done in a trailer or enclosed booth or tent.
- Must have potable water system with enough water for food prep, cleaning, and sanitizing utensils.
- Must have wastewater tank or be hooked to sanitary sewer system.
- Must have three compartment sink and separate hand washing sink.
- All food must be cooked to proper temperatures.
- All meat must be obtained from approved source and must have inspection seal on package.
- Food cannot be prepared in the home and then sold at festival.
- **Disregard for these rules will result in a citation.**

Rules and Regulations

- A **completed application and full payment** must have been received before booth space assignment consideration for the festival.
- **All vendors MUST list every item to be sold.** Only items listed on application may be sold. Items that are NOT allowed include but are not limited to the following: silly string, confetti, fireworks, water balloons, paint of any kind, firearms of any kind, alcohol for consumption at festival, and any items deemed inappropriate or dangerous by the North Baldwin Chamber of Commerce, City of Bay Minette or Christmas Fest Committee.
- **Vendors MUST exhibit both days of the festival.** There will be two set-up times and one tear down time (see registration and set up section).
- **If you have a power booth or a food booth, you must arrive at the set up time on THURSDAY.** This is to ensure that the City of Bay Minette staff can properly hook-up the booth to electricity and/or water.
- If you do not sign up for electricity, you will *not* have electricity. If you hook yourself up to electricity, your power source will be disconnected and you will be asked to leave the festival.
- If you signed up for a power booth you must have an extension cord that will reach **at least 100ft**, as you may not be right next to your power source.
- **NO GENERATORS ALLOWED.**
- **NO HEATERS ALLOWED.**
- Vendors are responsible for all merchandise. The festival staff will not require proof of insurance however coverage is recommended.
- Vendors are responsible for having the proper city, county and state business licenses, please see “Vendor Business Licenses & Tax Information” section for further information.
- Vendors are responsible for collecting Bay Minette, Baldwin County and Alabama State Sales Tax.
- **Booth numbers will not be given out in advance.** You must check in with festival staff to receive booth numbers and appropriate tax information. *Previous vendor locations will be considered in placement but not guaranteed.*
- This is a family oriented event. Profanity, vulgar items and/or actions will NOT be tolerated. You will be asked to leave immediately.
- The 35th Annual Christmas Fest is a rain or shine event, no refunds will be given for inclement weather. Vendors should prepare for all types of weather, hot, cold, rain or shine.
- The North Baldwin Chamber of Commerce and the City of Bay Minette reserves the right to refuse any vendor application that is incomplete, is not accompanied by the entry fee, or inappropriate as determined by the North Baldwin Chamber of Commerce, City of Bay Minette and/or the Christmas Fest Committee. The North Baldwin Chamber of Commerce and the City of Bay Minette also reserve the right to refuse any vendor from exhibiting in the festival, at any time, for any reason deemed appropriate by the Executive Director of the Chamber of Commerce, Mayor of Bay Minette and or the Christmas Fest Committee.

We look forward to seeing you in December! If you have any questions please contact:

***North Baldwin Chamber of Commerce
301 McMeans Ave/PO Box 310
Bay Minette, AL 36507***

Phone: 251-937-5665

Fax: 251-937-5670

Email: kristina@northbaldwinchamber.com