

35th Annual December Christmas 8th & 9th Festival

Craft Vendor

Application & Information

The North Baldwin Chamber of Commerce will be hosting our 35th Annual Christmas Festival on December 8th & 9th in Downtown Bay Minette. Enclosed you will find information and an application for becoming a craft vendor at the festival.

Craft vendor application should be completed and returned no later than

Wednesday, NOVEMBER 1, 2017

(ALL Applications received AFTER NOVEMBER 1, 2017 will require a \$25.00 late fee)

North Baldwin Chamber of Commerce

ATTN: Christmas Fest - Craft Vendor

PO Box 310, Bay Minette, AL 36507

For more information call 251-937-5665
or email Kristina@northbaldwinchamber.com

How to apply:

- * Return application and full payment to the North Baldwin Chamber of Commerce office no later than **NOVEMBER 1, 2017**
- * Include with your application the following: FULL list of merchandise with pricing, photos of your setup and description of your setup are required. Items not listed may not be sold without prior approval.
- * This year, the festival will have 20 power spaces available and 100+ non power spaces available.
- * Craft vendors will be selected based on a combination of the following - variety of merchandise, longevity at festival, quality, type and pricing of merchandise, location, and order of applications submitted. Vendor spaces are limited, especially spaces with power.
- * All craft vendor applications must be received by **NOVEMBER 1, 2017** Craft vendor applications will be reviewed as they are received, and craft vendor applicants will receive a response to their application as soon as possible. If your craft vendor application is not accepted you will be asked if you would like to be placed on a waiting list, meaning if a space becomes available you will be called.
- * **ANY Applications received AFTER NOVEMBER 1, 2017 will require a \$25.00 late fee**

Booth Information:

- * Booth spaces are outdoors and are 10' x 10' spaces.
- * **ALL POWER VENDORS ARE REQUIRED TO SET UP THURSDAY, DECEMBER 7TH between 5:30 pm - 8:30 pm.**
- * Tents and pull behind trailers are allowed, but **MUST BE CONFINED** to the booth space(s) 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 10' x 10' space accordingly, or purchase additional spaces to accommodate your needs.
- * If you require more than one booth space, please make sure to indicate that on the application.
- * You will not be allowed to park by your booth except during the assigned set up and break down times, otherwise there is no designated vendor parking.

Registration:

- * Each vendor is **REQUIRED** to check-in with North Baldwin Chamber 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 booth number, a layout of booths, and other pertinent information.
- * **PLEASE DO NOT FAIL TO COME AND CHECK-IN OR WE MAY GIVE YOUR BOOTH TO ANOTHER VENDOR.**
- * 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.

Vendor Business License and Taxes:

- * It is the responsibility of each vendor to ensure compliance with State of Alabama, Baldwin County and City of Bay Minette business licensing requirements.
- * **RECENT CHANGES:** The State of Alabama now requires all entities, including non profits, to have the state and county business license whenever festivals are held during which products are sold to the public. Fortunately, the license fee is very reasonable, for more information and cost please call a Licensing Inspector representative at 251-937-0260 ext 7013.
- * For business licensing requirements for the City of Bay Minette please call 251-580-1619.
- * Each vendor is responsible for city, county and state taxes. All of the pertinent forms will be included in the registration packet you will receive at check-in.

Vendor Fees, Booth Designation, Set up times:

- * **CRAFT BOOTH FEES:**

<u>North Baldwin Chamber Member:</u>	Power - \$125	Non Power - \$75
<u>Non-profit Organization:</u>	Power - \$100	Non Power - \$50
<u>All other Craft Vendors:</u>	Power - \$150	Non Power - \$100
- * **Set up times:**
Thursday, December 7, 2017 - 5:30pm - 8:30pm
(Power vendors are REQUIRED to set up during this time to ensure that the City of Bay Minette staff can properly hook-up the booth to electricity).
Friday, December 8, 2017 - 8:00am - 10:00am
- * **Tear down time:** Saturday, December 9, 2017 - 4:00pm - Until
Vendors are **NOT ALLOWED** to breakdown early, doing so will result in future applications being denied.
- * **Festival Hours:** Friday, December 8, 2017 - 10:00am - 8:00pm
Saturday, December 9, 2017 - 8:00am - 4:00pm
- * Thursday December 7th Set Up - light refreshments will be available to participating vendors between 6:30 - 7:30 pm
More information will be given to you at Check-In that night.

Baked Goods:

- * Vendors are not allowed to prepare food at home for sale at the festival, for any reason.
- * **YOU WILL RECEIVE A CITATION FROM THE HEALTH DEPARTMENT IF YOU FAIL TO COMPLY.**
- * All food must be prepared onsite and only with a Health Department

New for 2017!!!!

Door Prizes Donation:

- ||| If you would like to donate a door prize for the Ping Pong Ball Drop, you |||
- ||| will receive recognition in the 2017 |||
- ||| Program guide. |||

Rules & Regulations:

- * A completed application and full payment must be 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 75ft, as you may not be right next to your power source.
- * NO GENERATORS ALLOWED / NO ELECTRIC HEATERS ALLOWED (NO EXCEPTIONS)
- * 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. (10% total)
- * Booth number(s) will not be given out in advance. You must check in with festival staff to receive booth number(s) and appropriate tax information. Previous vendor locations will be considered in placement but not guaranteed.
- * ALL applications must be accompanied by your vendor fee—CASH OR MONEY ORDER ONLY.
- * 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.

CRAFT VENDOR APPLICATION:

- * Company/Organization Name: _____
 - * Point of Contact: _____
 - * Mailing Address: _____
 - * City, State, Zip: _____
 - * Telephone (Business and/or Cell): _____
 - * Email: _____
 - * Website: _____
 - * Special Needs Request: _____
 - * Price range of items: Low _____ High _____
 - * Description of Items / Please attach full merchandise list and photos of vendor set up:
(Applications without photos will not be accepted)
- _____
- _____
- _____

CRAFT VENDOR BOOTH:

*North Baldwin Chamber Member:

Power - \$125 _____ Non Power - \$75 _____

*Non-profit Organization:

Power - \$100 _____ Non Power - \$50 _____

*All other Craft Vendors:

Power - \$150 _____ Non Power - \$100 _____

*Late Fee of \$25.00 _____

(If application is received AFTER November 1, 2017)

*# of Booths Needed: _____

*Total amount Enclosed: \$ _____

Power Required: Voltage _____ Amperage _____

Booth Type: Tent _____ Trailer _____

Application Deadline:

November 1, 2017

The undersigned does hereby and forever discharge the North Baldwin Chamber of Commerce, the City of Bay Minette and its agents, representatives and employees of and from all manner of actions, suits, damages, claims and demands whatsoever, in law or equity, from any merchandise loss and person injury. The undersigned has read and agrees to the standards in this application.

Print Name: _____

Signature: _____

Date: _____

Yes I will donate a door prize for the Ping Pong Ball Drop.

****Donations can be given during Set-Up December 7th at the Chamber Information Booth

Applications should be mailed to:

North Baldwin Chamber of Commerce

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