



NEW

Guideline Info

Craft Vendor Application & Information

The North Baldwin Chamber of Commerce will be hosting our 36th Annual Christmas Festival December 7th & 8th at Blackburn Park in Downtown Bay Minette.

Craft Vendor applications should be completed and returned no later than

Friday, NOVEMBER 2, 2018

(ALL Applications received AFTER NOVEMBER 2, 2018 will require a \$25.00 late fee)

North Baldwin Chamber of Commerce
ATTN: Christmas Fest - Craft Vendor
P.O. Box 310, Bay Minette, AL 36507

For more information call 251-937-5665 ext. 3
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 2, 2018.**
- * **Applications must be mailed in, or brought to the North Baldwin Chamber office with payment. NO photos of applications will be accepted. This includes scanned and emailed jpeg or png images.**
- * Include with your application the following: FULL payment, 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.
- * Completed applications and full payment must be received before consideration for the festival.
- * The festival will have only 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, and order of applications submitted.
- * 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 may be asked if you would like to be placed on a waiting list, meaning if a space becomes available you will be called.
- * Multi-level marketing groups: only one (1) company per category will be allowed into the show.
- * **ANY Applications received AFTER NOVEMBER 2, 2018 will require a \$25.00 late fee. CASH or MONEY ORDER only. No personal checks accepted.**

Booth Information:

- * This is an OUTDOOR SHOW and subject to weather conditions. NO REFUNDS due to weather conditions.
- * Booth spaces are **10' x 10' spaces**. Tents and pull behind trailers are allowed, but **MUST BE CONFINED** to 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. Your vendor setup (tent, tables, chairs, merchandise, etc.) **MUST BE CONFINED** within the booth space(s) you have rented.
- * Your vehicle will only be allowed at your booth during the assigned set up and break down times for insurance and liability reasons. Failure to comply may result in a fine by the Bay Minette Police Department for public endangerment.
- * While there is no designated vendor parking, all vendors will be given a Parking Pass to be displayed on their dashboard during the event at check-in.
- * **ALL POWER VENDORS ARE REQUIRED TO SET UP THURSDAY, DECEMBER 6TH between 5:00 pm - 8:30 pm. NO Exceptions.**

Vendor Business License and Taxes:

- * It is the responsibility of each vendor to ensure compliance with State of Alabama and Baldwin County 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. The license fee is very reasonable, for more information and cost please call a Licensing Inspector representative at 251-937-0260 ext 7013.
- * Each vendor is responsible for taxes. All of the pertinent forms will be included in the registration packet you will receive at check-in.

NEW - Vendor Fees & Set Up Times:

- * CRAFT BOOTH FEES: 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
- * Set up times: Thursday, December 6, 2018 - 5:00pm - 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 7, 2018- 8:00am - 10:00am
- * Tear down time: Saturday, December 8, 2018 - 4:00pm - Until
Vendors are **NOT ALLOWED** to breakdown early, doing so will result in a lifetime ban from the event. No vehicles will be allowed into the festival area prior to 4:00 pm.
- * NEW Festival Hours: Friday, December 7, 2018 - 10:00am - 8:00pm
Saturday, December 8, 2017 - 8:00am - 4:00pm
Vendors must remain set up and open during show hours.
- * Thursday December 6th Set Up - light refreshments will be available to participating vendors between 6:30 - 8:00 pm in the Hospitality Suite. 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, **UNLESS** you can provide a Cottage License. Please attach a copy of your license with your application
- * **YOU WILL RECEIVE A CITATION FROM THE HEALTH DEPARTMENT IF YOU FAIL TO COMPLY.**

Door Prizes

Donation:

If you would like to donate a door prize for the Ping Pong Ball Drop, you will receive recognition in the 2018 Program guide.

Check In Requirements:

- * Each vendor is REQUIRED to check-in with North Baldwin Chamber Staff during set-up time to receive your booth number, check in bag and other information beginning at 5:00pm on Thursday.
- * The check-in location will be “Rosa’s Place” at 101 Hoyle Avenue Bay Minette, AL. Corner of Hoyle and 1st Street
- * Non-Power Vendors, if you choose to set up on Thursday night, note that there may be cars parked in your booth space. Businesses are still in operation in the downtown areas until 5:00pm. Please be patient and notify chamber staff and they will have the car moved as soon as possible.

NEW Guideline Rules & Regulations:

- * **NEW** - Breakdown does not begin until 4:00pm on Saturday, December 8th. Cars will not be allowed into the event area prior to 4:00. Any vendor driving their vehicle into the area will receive a citation from the Bay Minette Police Department and **will be banned from the event for the life of the event.** .
- * Booth Assignments will NOT be given prior to check in on December 6th.
- * 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. No EXCEPTIONS. There will be two set-up times and one tear down time (see registration and set up section).
- * 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 ELECTRIC HEATERS ALLOWED // NO EXCPETIONS
- * Vendors are responsible for all merchandise. The festival staff will not require proof of insurance however coverage is recommended.
- * This is a family oriented event. Profanity, vulgar items and/or actions will NOT be tolerated. You will be asked to leave immediately.
- * The 36th Annual Christmas Fest is an OUTSIDE, rain or shine event, no refunds will be given for inclement weather. Vendors should prepare for all types of weather, hot, cold, rain, snow or shine.
- * **NEW** - NO prepayments for the following year’s events will be accepted.
- * 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 North Baldwin Chamber of Commerce, Mayor of Bay Minette and or the Christmas Fest Committee.

36th ANNUAL CHRISTMAS FEST CRAFT VENDOR APPLICATION:

- * Company/Organization Name: _____
- * Point of Contact: _____
- * Mailing Address: _____
- * City, State, Zip: _____
- * Telephone (Business and/or Cell): _____
- * Email: (Required) _____
- * 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)

Rates	Price	Number of Booths	Total Amount
Chamber Member Rate With Power	\$125.00		
Chamber Member Rate Without Power	\$75.00		
Non-Profit Rate With Power	\$100.00		
Non-Profit Rate Without Power	\$50.00		
Crafter With Power	\$150.00		
Crafter Without Power	\$100.00		
Late Fee After November 2nd	\$25.00		
\$50.00 Credit if you were a 2017 Christmas Vendor who stayed, set up and prepay in FULL by August 31, 2018			Check here if eligible for Credit _____ (Chamber staff will verify)
		Total Fees Due	

Application Deadline: November 2, 2018

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: _____

(Initial box) Yes I will donate a door prize for the Ping Pong Ball Drop.

****Donations will be collected during Set-Up December 6th in the Vendor Hospitality Suite

For Power Booths (Required)

Power Required: Voltage _____ Amperage _____

Booth Type: Tent ____ Trailer ____

Applications should be mailed to:

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 ATTN: Christmas Fest - Craft Vendor
 PO Box 310, Bay Minette, AL 36507

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