



**NEW**

Kid's Zone Vendor **Guideline Info**  
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.

Kid's Zone 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 - Kid's Zone Vendor

P.O. Box 310, Bay Minette, AL 36507

For more information call 251-937-5665 ext. 3  
or email [Kristina@northbaldwinchamber.com](mailto:Kristina@northbaldwinchamber.com)

## NEW - Rules & Regulations:

- \* A completed application , along with a \$50.00 deposit, must be received before booth space assignment consideration.
- \* Booth spaces are outdoors and are **10' x 10'** spaces.
- \* NO items are to be sold from your booth.
- \* Your vendor setup (tent, tables, chairs, merchandise, etc.) **MUST BE CONFINED** within the booth space.
- \* NO baked goods or drinks are allowed to be given away.
- \* All vendors MUST list every item to given out as prizes. Only items listed on application may be given out. 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, live animals and any items deemed inappropriate or dangerous by the North Baldwin Chamber of Commerce, City of Bay Minette or Christmas Fest Committee.
- \* Game Booth Vendors MUST exhibit both days of the festival for the entirety of the show hours.
- \* Vendors are **NOT ALLOWED** to breakdown early, doing so will result in future applications being denied. No vehicles will be allowed into the festival area prior to 4:00 pm.
- \* Limited power available and will require an **additional \$50.00 deposit**. Power requests will be reviewed on a case by case basis.
- \* NO WATER PROVIDED TO KID'S ZONE VENDORS.
- \* NO GENERATORS ALLOWED.
- \* NO ELECTRIC HEATERS ALLOWED.
- \* Vendors are responsible for all booth materials. (Tent, tables, chairs, product, etc.)
- \* Booth number will not be given out in advance.
- \* This is a family oriented event. Profanity, vulgar items and/or actions will NOT be tolerated. You will be asked to leave immediately.

## NEW - Rules & Regulations Continued:

- \* The 36th Annual Christmas Fest is a rain or shine event, no reimbursements 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 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.

## 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.
- \* The check-in location will be “Rosa’s Place” at 103 Hoyle Avenue Bay Minette, AL. Corner of Hoyle and 1st Street.
- \* 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.
- \* 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.



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

For more information call 251-937-5665 ext. 3  
or email [Kristina@northbaldwinchamber.com](mailto:Kristina@northbaldwinchamber.com)

# 36th ANNUAL CHRISTMAS FEST KID'S ZONE 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 games/kid's activity:    Low \_\_\_\_\_                      High \_\_\_\_\_
- \* Description of Kid's Zone Activity (Attach Photos of Set-Up)  
 \_\_\_\_\_  
 \_\_\_\_\_
- \* List prizes being awarded to patrons:  
 \_\_\_\_\_  
 \_\_\_\_\_

***\*\*ALL % Revenue will be collected at the end of the day on the last day of the festival  
 Saturday, December 9th at 4:00 pm.***

Rates	Price	Check One Category	Total Amount
\$50.00 Deposit Due with Application & to be applied to % of revenue collected	\$50.00	_____	\$50.00
<u><i>Fees in addition to Deposit</i></u>	_____	_____	_____
North Baldwin Chamber Member	15% of Revenue		
Non-Profit Organization	15% of Revenue		
All OTHER Kid's Zone Vendors	20% of Revenue		
Power	\$50.00	_____	
Late Fee After November 5th	\$25.00		
		<b>Total Fees Due</b>	

Applications should be mailed to:  
 North Baldwin Chamber of Commerce  
 ATTN: Christmas Fest - Kid's Zone Vendor  
 PO Box 310, Bay Minette, AL 36507

**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.

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Power Required:    Voltage \_\_\_\_\_    Amperage \_\_\_\_\_    Booth Type: Tent \_\_\_\_ Trailer \_\_\_\_**