



VENDOR

Guidelines & Application

Join us as the North Baldwin Chamber of Commerce
presents our first

SENIOR EXPO

Wednesday, October 5th, 2022

8:00am – 12:00pm

at the John. Rhodes Civic Center

301 D'Olive Ave. Bay Minette, AL 36507

Open to the Public

We are bringing businesses with services and products specific to
our North Baldwin Seniors and surrounding residents...

Come join the fun for this first-ever event in North Baldwin!

VENDOR APPLICATIONS MUST BE COMPLETED & RETURNED

NO LATER THAN FRIDAY, September 23, 2022

(APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL REQUIRE A \$25 LATE FEE)

FOR MORE INFORMATION CALL: 251-937-5665 EXT. 1

EMAIL: kristina@northbaldwinchamber.com



2022 VENDOR GUIDELINES

PLEASE READ ALL OF THE FOLLOWING INFORMATION BEFORE APPLYING

- Due to limited vendor space, we encourage you to apply early. **For the health & safety of vendors, visitors, and volunteers... layout could potentially look different with social distancing in place. POWER SPACES ARE LIMITED – APPLY EARLY IF POWER IS REQUIRED.** Applications are to be mailed/delivered to chamber **no later than Friday, September 23, 2022.** NO photos of applications will be accepted. This includes scanned or emailed jpg/png images. Any applications received after this date will require a \$25 late fee. Booth fee costs are listed on the vendor application. Postmarks honored.
- Applications will be reviewed as they are received, and applicants will receive a response to their application as soon as possible. If your 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.
- Acceptance is subject to the approval of staff & vendor committee. Any vendor who does not abide by vendor guidelines or displays inappropriate behavior can be removed from the show at any time.
- Multi-level marketing groups: only one (1) company per category will be allowed into the show! If someone applies before you, you will be placed on a wait list.
- If a purchased product is carried out of the civic center, 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 events 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 251-937-7013 ext. 7013.
- Each vendor is responsible for taxes. All the pertinent forms will be included in the registration packet you will receive at check-in.
- Up to two (2) categories of any business are allowed at the event. For example: Only two (2) “Hearing Aid” companies will be allowed.
- **Chamber members will have first preference in categories, non-members may be waitlisted until August 1, 2022.**
- Volunteers will be at the event, but they are not able to help vendors load or unload booth set up equipment.

SWAG BAG OPPORTUNITY

- Swag Bags will be offered to the first 50 attendees.
- Vendors can purchase the option to put your literature and/or promo items in each of the bags. See application for pricing.

VENDOR INFORMATION

- This is NOT an arts & crafts festival and no food products are to be sold in the civic center.
- ALL vendors are REQUIRED to check-in with North Baldwin Chamber staff during set-up time to receive booth number and other information beginning at NOON, Tuesday October 4th. **Booth Assignments will NOT be given prior to check-in on October 4th.** ALL vendors must remain set-up for the entirety of the expo. NO EXCEPTIONS. Failure to comply will result in ban from the event. Booths are assigned on a first come first serve basis.
- **This is a rain or shine event!** This is an indoor event. The exposition will not be rescheduled should inclement weather occur. A registration is a commitment to show. NO REFUNDS, NO EXCEPTIONS.
- **Exhibit Booth Spaces are 10 x 10.** YOU MUST BE CONFINED to the booth space(s) you have rented. *To allow for extra space in between booths this year for everyone's health and safety (if needed)...* Your tables, chairs, merchandise, etc. MUST BE CONFINED to your booth space! Failure to do so could result in removal from the show. Booth placement is at the discretion of event organizer.
- Only items listed on your application can be sold. Deviation from items listed on your application could result in the closing of your booth. Items NOT ALLOWED include - Fireworks, silly string, firearms, alcohol for consumption, paint, water balloons, confetti, and any other items deemed dangerous or inappropriate by the North Baldwin Chamber, City of Bay Minette or Vendor Committee.
- Vendors are responsible for all merchandise. The exposition staff will not require proof of insurance however coverage is recommended.
- **Power spaces are LIMITED.** Electricity is only available to vendors that pay for a power booth. Please bring your own extension cords (minimum of 50 ft), as your power source may not be located right by your booth. If you are a Non-Power vendor and hook yourself to power, you will be unplugged and asked to leave the show.
- This is a family-oriented event. Profanity, vulgar items and/or action will not be tolerated. The North Baldwin Chamber of Commerce reserves the right to disallow selling of disruptive, dangerous, damaging, etc. items. Anyone in violation of these restrictions will be escorted off the premises immediately.
- **PARKING:** There will be designated parking for vendors behind the civic center. ALL vendors will be given a parking pass at check-in to display on their dashboard.

SET-UP / BREAK-DOWN

- Set-Up // Tuesday, October 4th from Noon - 4:00pm
 - ALL VENDORS are REQUIRED to setup during this time to ensure that the City of Bay Minette staff can properly hook-up power vendors to electricity.
 - ALL vendors must be setup, vehicles parked and ready for the show to open at 8 am on October 5th.
- Breakdown // Wednesday, October 5th (SHOW IS OPEN 8am-12:00pm) Break-down for vendors will begin immediately after the closing of the event at 12:00pm.
 - Vendors are NOT ALLOWED to break down early, doing so will result in a lifetime ban from this event.

Sponsorship Opportunities



Title Sponsor (Only one) - \$1,500

Includes:

- Logo on all advertising material, press releases, billboard advertising, social media advertising and logo on Swag Bags and your literature in the bags.
- Stage presence if requested
- Social Media Spotlight- Opportunity to highlight your business and what to expect to see at the event.
- Includes Door Prize Sponsorship
- Includes a 10' x 20' booth space if needed with power

Champion (Up to three) - \$1,000

Includes:

- Logo on all advertising material, press releases, social media advertising
- Social Media Spotlight- Opportunity to highlight your business and what to expect to see at the event.
- No cost to place literature Swag Bags
- Includes Door Prize Sponsorship
- Includes one 10' x 10' Booth Space with power

Partner - \$500

Includes:

- Logo on event signage and social media advertising
- Social Media Spotlight- Opportunity to highlight your business and what to expect to see at the event.
- No cost to place literature in Swag Bags
- Includes one 10' x 10' Booth Space with power

2022 VENDOR APPLICATION

COMPANY/ORGANIZATION NAME: _____

POINT OF CONTACT: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE (BUSINESS AND/OR CELL): _____

EMAIL (REQUIRED): _____

WEBSITE: _____

CATEGORY: _____

DESCRIPTION OF ITEMS OR SERVICES / PLEASE ATTACH PHOTOS OF VENDOR SET-UP:

(APPLICATIONS WITHOUT PHOTOS WILL NOT BE ACCEPTED) ITEMS/SERVICES NOT LISTED CAN NOT BE SOLD UNLESS APPROVED PRIOR TO THE EVENT DATE.

Check Out (Circle all that apply)	
Chamber Member Vendor With Power	\$80.00
Chamber Member Vendor No Power	\$65.00
Non-Chamber Vendor With Power	\$150.00
Non-Chamber Vendor NO Power	\$100.00
Swag Bag Opportunity	\$50.00
Late Fee After September 23, 2022	+25.00
Sponsorship Level	\$1,500.00
Title // Champion // Partner	\$1,000.00 \$500.00
Total	

APPLICATION DEADLINE:

September 23, 2022

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/raffle prize**
- Prize may be given at Check-in**

**APPLICATIONS WITH FULL PAYMENT
CAN BE BROUGHT TO THE NORTH
BALDWIN CHAMBER OF COMMERCE
OR MAILED TO:**

North Baldwin Chamber of Commerce
ATTN: Senior Expo Vendor
P.O. Box 310, Bay Minette, AL 36507

More Info? Call 251.937.5665 ext.1 /
kristina@northbaldwinchamber.com

POWER REQUIRED:

Reason: _____

VOLTAGE _____ AMP _____