



FOOD VENDOR GUIDELINES & APPLICATION

PLEASE READ THROUGH THE PACKET VERY CAREFULLY,
AS THERE ARE SEVERAL CHANGES THIS YEAR!

The North Baldwin Chamber of Commerce will be hosting our 37th Annual Christmas Festival on **Saturday, December 14, 2019**. That's right... big changes this year! Our festival will not only be a **ONE DAY** show this year, it will be **located on the Courthouse Square in Downtown Bay Minette!** In this packet, you'll find all the info you'll need to become a (food) vendor at this year's show! We hope you'll join us for this time-honored tradition, fun for all ages!

**VENDOR APPLICATIONS MUST BE COMPLETED & RETURNED
NO LATER THAN FRIDAY, NOVEMBER 1, 2019.**

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

FOR MORE INFORMATION

CALL: 251-937-5665 EXT.3

EMAIL: marlee@northbaldwinchamber.com

VISIT: northbaldwinchamber.com

1 LIKE US & THE EVENT ON FACEBOOK!



2019 **FOOD** VENDOR GUIDELINES



PLEASE READ ALL OF THE FOLLOWING INFORMATION BEFORE APPLYING

- **Due to limited vendor space, we encourage you to apply early. FOOD SPACES ARE LIMITED – APPLY EARLY.** Applications are to be mailed/delivered to chamber **no later than Friday, November 1, 2019.** 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.
- Food vendors will be chosen based on a combination of the following - variety of food, longevity at festival, quality, type and pricing of food, location, and order of applications submitted. 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. Duplication of food types will be limited in order to give festival goers a variety of options and allow vendors the opportunity to earn more profit.
- Food Vendor 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.
- 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 251-937-7013 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.

Please complete the following & return to be reviewed:

1) Completed, Signed Vendor/Agreement Application Form

Including full description of product and booth set-up

2) FULL Payment (Fees listed on application form)

3) Photos of menu items and booth set-up

(your application is not complete until we have received all signed forms & payment)

VENDOR INFORMATION

- ALL vendors are REQUIRED to check-in with North Baldwin Chamber staff during set-up time to receive booth number, parking pass and other information beginning at 5:30pm Friday night. **Booth Assignments will NOT be given prior to check in on December 13th.** ALL vendors must remain set-up for the entirety of the festival. NO EXCEPTIONS. Failure to comply will result in ban from the event. Booths are assigned on a first come first serve basis.
- **This is an OUTDOOR, rain or shine event!** The festival will not be rescheduled should inclement weather occur. A registration is a commitment to show. NO REFUNDS, NO EXCEPTIONS.
- Booth Spaces are 10 x 10. Tents and pull behind trailers are allowed but MUST BE CONFINED to the booth space(s) you have rented. Your tables, chairs, merchandise, etc. MUST BE CONFINED

to your booth space to allow room for festival goer traffic and your fellow vendors to the left and right of you. Booth placement is at the discretion of event organizer.

- Only food/drink 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 Christmas Fest Committee.
- Electricity is only available to vendors that pay for power booth. Please bring your own extension cords (minimum of 100ft), 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 festival.
- **ALL GENERATORS (FOOD VENDORS ONLY) MUST BE CLEARED BY CHAMBER STAFF / 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.
- This is a family-oriented event. Profanity, vulgar items and/or action will not be tolerated. Anyone in violation of these restrictions will be escorted off the premises immediately.
- Your vehicle will only be allowed inside of festival barricades during the assigned set up and break down times for insurance and liability reasons. Failure to comply will result in a fine by the Bay Minette Police Dept for public endangerment.
- While there is no designated parking for vendors, ALL vendors will be given a parking pass at check-in to display on their dashboard.

SET-UP / BREAK-DOWN

- **Friday, December 13, 2019 from 5:30pm – 8:30pm**
 - **FOOD VENDORS are REQUIRED** to setup during this time to ensure that the City of Bay Minette staff can properly hook-up food vendors to water/electricity.
 - **ALL vendors must be setup, vehicles parked outside of the barricades and ready for the show to open at 9am on December 14, 2019.**
- **Saturday, December 14, 2019 (SHOW IS OPEN 9am-8pm)** Break-down for vendors will begin immediately after the closing of the festival at 8pm.
 - **Vendors are NOT ALLOWED to break down early, doing so will result in a lifetime ban from this event. No vehicles will be allowed into the festival prior to 8pm on Saturday.**

HEALTH DEPARTMENT REQUIREMENTS – Failure to comply will result in ban & possible citation

- The Baldwin County Health Dept. will be contacting you after you are accepted into the show. This is an abbreviated list of requirements. For more info, contact the Health Dept. at 251-947-3618.
- MUST have a BC Health Dept. License. Cost is \$50. Inspections will be made onsite Saturday morning before the event. If registration is 14 days or less prior to the event, cost is \$75 dollars.
 - ALL cooking and food prep must be done in trailer or enclosed booth/tent.
- MUST have potable water system with enough water for food prep, cleaning & sanitizing utensils.
 - MUST have wastewater tank or be hooked to sanitary sewer system.
 - MUST have 3 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 home then sold at festival.



2019 FOOD 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 MENU AND PHOTOS OF VENDOR SET-UP:

(APPLICATIONS WITHOUT PHOTOS WILL NOT BE ACCEPTED) VENDORS WILL ONLY BE PERMITTED TO SERVE ITEMS LISTED ON THIS APPLICATION UNLESS APPROVED BY CHAMBER STAFF PRIOR TO EVENT

***BOOTH TYPE: TENT _____ TRAILER _____ // POWER REQUIRED: VOLTAGE _____ AMP _____

2019 FOOD RATES	
FOOD VENDOR INCLUDES WATER & POWER PER 10X10 SPACE	\$200 PER 10X10 SPACE
FOOD TRUCK VENDOR DOES NOT INCLUDE WATER & POWER PER 10X10 SPACE	\$100 PER 10X10 SPACE
\$25 CREDIT IF YOU WERE A 2018 VENDOR THAT SET-UP AND STAYED ALL DAY FRIDAY. MUST PRE-PAY IN FULL BY AUGUST 31, 2019 TO RECEIVE DISCOUNT.	CHECK IF ELIGIBLE (CHAMBER STAFF WILL VERIFY) _____

**APPLICATION DEADLINE:
NOVEMBER 1, 2019**

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 _____

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

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

More Info? Call 251.937.5665 ext.3
 marlee@northbaldwinchamber.com

NUMBER OF BOOTHS NEEDED: _____

TOTAL DUE: _____

LATE FEE AFTER NOVEMBER 1, 2019 + \$25

TOTAL W/ LATE FEE: _____