



NON-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 (non-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

LIKE US & THE EVENT ON FACEBOOK!



2019 NON-FOOD VENDOR GUIDELINES



PLEASE READ ALL OF THE FOLLOWING INFORMATION BEFORE APPLYING

- Due to limited vendor space, we encourage you to apply early. **POWER SPACES ARE LIMITED – APPLY EARLY IF POWER IS REQUIRED.** 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.
- Non-Food vendors will be chosen based on a combination of the following - variety of merchandise, longevity at festival, quality, type and pricing of merchandise, 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.
- Non-food 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.
- 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.
- 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 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 5pm 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 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.
- **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.
- 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.
- 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
 - **POWER 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.
 - **NON-POWER** vendors may set-up during this time as well, or between 6am-9am on Saturday morning before the show.
 - **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.**

FOOD / DRINKS / BAKED GOODS

Absolutely no food/drink sales during event unless you are registered as a food vendor/and or cleared by the chamber.

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. Failure to comply will result in a citation from the Baldwin County Health Department.

DOOR PRIZE DONATIONS

IF YOU WOULD LIKE TO DONATE A DOOR PRIZE FOR THE PING PONG PRIZE DROP, YOU WILL RECEIVE RECOGNITION IN THE 2019 PROGRAM GUIDE. DONATIONS WILL BE COLLECTED BY STAFF/VOLUNTEER BY 11AM ON SATURDAY.



2019 NON-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 MERCHANDISE LIST AND PHOTOS OF VENDOR SET-UP:
(APPLICATIONS WITHOUT PHOTOS WILL NOT BE ACCEPTED) ITEMS NOT LISTED CAN NOT BE SOLD UNLESS APPROVED PRIOR TO THE EVENT DATE.

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

| 2019 NON-FOOD RATES | |
|---|--|
| CHAMBER MEMBER WITH POWER | \$90 |
| CHAMBER MEMBER WITHOUT POWER | \$65 |
| VENDOR WITH POWER | \$100 |
| VENDOR WITHOUT POWER | \$75 |
| \$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 _____

YES, I will donate a door prize for the Ping Pong Prize Drop.

NUMBER OF BOOTHS NEEDED: _____

TOTAL DUE: _____

LATE FEE AFTER NOVEMBER 1, 2019 + \$25

TOTAL W/ LATE FEE: _____

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 Non-Food Vendor
 P.O. Box 310, Bay Minette, AL 36507

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