



Saturday June 5, 2010
9:00 A.M. TO 11:00 P.M.
MUNICIPAL PARK, WARRIOR DRIVE, ALABASTER, AL

VENDOR INFORMATION

The Alabaster Arts Council cordially invites you and/or your organization to participate in Alabaster CityFest to be **held Saturday, June 5, 2010 beginning at 9:00 A.M.** We expect a great day of music, arts and crafts, food and children's activities, and want you to be a part of the festivities.

Please read the following guidelines carefully and complete the enclosed application.

Space is limited. Apply early!

General information and rules:

1. **Selection of vendors:** Applications are **due by April 1, 2010. Applications postmarked/received after this date will be charged an extra fee if accepted.** Vendors will be selected based on merchandise, creativity, product variety, and appropriateness of merchandise to the event and space availability. Perspective vendors must send a photograph of their booth (4X6 or larger) with name and address of the applicant.

We strongly encourage applicants to send photographs of merchandise to be sold. E-mail will notify you when your application is accepted. Applicants must also provide a list of every item to be sold.

2. **Food vendor applications:** will be considered based on previous experience with Alabaster CityFest, as well as type of product for sale. We will try not to duplicate items sold, but no exclusive right is given on any and all items, but the Alabaster Arts Council reserves the right to grant exclusive rights based on agreement. We will try to separate all like items sold, but no one will be moved if this occurs. **Food vendors are encouraged to call CGS Events at 205-994-2426 during regular business hours from 9am to 4pm CST. Food vendors will be limited.**

3. **Payment:** Cash, check, certified check or cashier's check is accepted before April 1st. Applications postmarked/received after that date must be paid with cash, certified check or cashier's check. A \$35 fee will apply for returned checks. **There will be no refunds once an application is accepted under any circumstances.**

4. **General Information:** Any tent or shelter must be free standing as it may be placed on concrete sidewalks, grass or asphalt parking lot. **Vendors must furnish tents used. Drilling, staking or spiking of Tents is prohibited.**

5. **Check-In:** Vendors may check-in and set up Friday evening between the hours of 5:00 and 9:00 P.M. Before and after this time, the park will be closed to incoming and outgoing traffic for security reasons. **Electricity will not be available Friday night.** Vendors may set up Saturday morning starting at 6:00, completing set-up by 8:00 a.m. All vehicles must be out of the vending area by 8:00 a.m. Each exhibitor is responsible for his/her own display. Spaces are approximately 10 x 10 and may or may not be level. Booth assignments will be available Friday night and the day of the event at the site.

6. **Check-in/check-out times:** No one will be allowed to check-in before the time set in rule 5. Vendors must remain open until 6 P.M. Failure to comply could jeopardize acceptance to future events. All vendors will be expected to tear down and clear the festival area following the end of the show at 11 P.M.

7. **Trademarks/Logos:** The Alabaster CityFest Logo/artwork, name and that of any artist performing at CityFest may not be used without written authorization from the Alabaster Arts Council. No merchandise of musical artists playing CityFest can be sold without authorization from Alabaster CityFest and the artist.

8. **Right of Refusal:** Alabaster CityFest reserves the right to refuse any Vendor/Organization from the festival for any reason. The Alabaster Arts Council reserves the right to refuse applicants based on inappropriate or offensive material.

- 9. **Water** is not provided or available on-site. **Electricity** is not provided until the day of the event. **It will not be available during Friday set-up.**
- 10. **Soliciting/Distributing:** Soliciting and/or distribution of materials are not allowed at CityFest. Information and giveaways will only be allowed with prior written permission from the Alabaster Arts Council.
- 11. **Firearms or firearm replicas:** Will not be allowed at Alabaster CityFest.
- 12. **Beverages:** Only Coca-Cola beverage products can be sold at CityFest. This includes bottled water.
- 13. **Food Item Listing:** All food items must be listed on application. If an item is not listed, you will be asked to remove it from the menu by event managers. All food vendors are expected to comply with all health department regulations
- 14. **Sales Tax:** Applicant is responsible for paying all local Alabaster sales tax and Alabama state sales tax. Forms will be provided by those agencies. Sales tax is not remitted to the Alabaster Arts Council. You must send to local or state agency.
- 15. **Give-Aways:** Any item that is to be given away for promotion must be pre-approved in writing from the Alabaster Arts Council. Food and/or beverages will not be given away for this event without written permission from the Alabaster Arts Council.
- 16. **Parking:** Parking is limited for vendors. Applicants will be given one parking pass per application.
- 17. **Cleanliness of booth:** Exhibitors must, at all times, keep their booth space clean and orderly. Exhibitors are responsible for containing and then removing trash from their operation and/or booth and placing it in an approved receptacle.
- 18. **Raffles:** No vendor may sell raffle tickets or chances for any organizations without written consent from the Alabaster Arts Council.
- 19. **Subletting space:** The subletting of space is not allowed without written consent from the Alabaster Arts Council prior to the event.
- 20. **Security:** 24-hour security is provided beginning Friday at 6pm through the end of the festival on Saturday at 11pm. There **will not** be on-site security overnight Saturday. Security is provided by contract with the City of Alabaster Police Department.
- 21. **Hazards:** All vendors who use electricity, wood, charcoal, gas or propane will be required to have a working fire extinguisher in their booth.
- 22. **Trailers:** Any vendor bringing a trailer must email size **(Length and Width)** and other pertinent information to cgsevents@aol.com. All vendors with trailers must set up Friday June 4 between 5 PM and 9 PM. **Length and Width of Trailer must include hitch. (Tongue should be included in overall length of trailer). Trailer must fit inside booth dimensions.**

23. Fees: Fees for the 2010 Alabaster CityFest	Jan. 1 — April 1	April 2 — June 1
Arts / Crafts	10' X10' = \$40	\$50.00
Additional Space Arts/Crafts	10' x 10' = \$20	\$30.00
Vendor/ Informational	10' x 10' = \$75	\$100.00
Additional Space Vendor/ Informational	10' x 10' = \$30	\$40.00
Food Vendors (Limited basis)	20'x 20' = \$250	\$300.00
Additional Space Food Vendor	20'x 20' = \$100	\$150.00
Electricity (Limited Basis)	per outlet = \$75	



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**VENDOR APPLICATION
Application must be received by April 1, 2010**

Name (Print): _____
 D.B.A. _____
 Phone: Home _____ Work _____ Cell _____
 Mailing Address: _____
 City: _____ State _____ ZIP _____
 E-mail address: _____

List all and briefly describe the products to be sold in your booth. Include approximate pricing for food related items. (Use additional paper if necessary.) All food items must be listed for Health Department approval.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Electricity needed? Yes No(Circle one)

Electrical Requirements (All electrical connections are standard wall style outlets in a covered junction box (3 prong). These connections are 120 volts at 20 amps per 4 connection junction box. Location of junction box may or may not be located directly adjacent to booth space requiring an extension cord. (Vendor Must Provide Own Extension Cords) Sharing of junction box may occur among booth spaces. Please note if you require more than 1 20 amp circuit (4 Plugs) in the outlets box. Vendors requiring 220Volt connections please note in check box. These connections are limited to certain locations on site and require that you provide proper connection cable and or plugs.

How Many Outlets _____ Amps _____ 220Volt _____ Amps _____ your system must be in good working order and will be subject to inspection.

(Limited electricity available: assigned on priority basis that is determined by Alabaster Arts Council)

	Number of spaces	
Arts / Crafts	10' X10' = \$40/\$50	_____
Additional Space Arts/Crafts	10' x 10' = \$20/\$30	_____
Vendor/ Informational	10' x 10' = \$75/\$100	_____
Additional Space Vendor/ Informational	10' x 10' = \$30/\$40	_____
Food Vendors (Limited basis)	20' x 20' = \$250/\$300	_____
Additional Space Food Vender	20' x 20' = \$100/\$125	_____
Electricity (Limited Basis)	per pigtail outlet = \$75	_____

Total Amount Enclosed _____

**Checks must be payable to: Alabaster Arts Council
Mail to: Alabaster CityFest, P.O. Box 2069, Alabaster, AL 35007**

Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in Alabaster CityFest, agree to indemnify, hold harmless and defend the Alabaster Arts Council, the City of Alabaster, AL, its officials, representatives, agents, servants, CGS Events, employees volunteers and musical artist from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for the Alabaster CityFest, participating in Alabaster CityFest or departing from Alabaster CityFest. I have read and fully understood the above Hold Harmless and Indemnification Agreement. I also acknowledge that failure to comply with festival rules can result in my booth removal from the event. I will not be entitled to a refunded of my application fee.

Signature of Vendor _____ Date _____

Signature of Parent or Legal Guardian _____ Date _____
 (If applicant is under 19 years of age)

