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## Vendor Rules and Regulations

### Alabaster CityFest

Saturday, June 1, 2019

9 a.m. – 11 p.m.

Thompson High School – Alabaster, AL

The Alabaster Arts Council invites you to participate in the 17<sup>th</sup> Annual Alabaster CityFest. The event will be held **Saturday, June 1, 2019**. We look forward to a great day of music, food, arts and crafts, and children's activities. And we want you to be a part of our festivities.

Please read the following rules and guidelines carefully. **Vendor space is limited. Send your application now!**

#### Rules and Regulations:

1. **Vendor Selection:** Applications are **due by April 1, 2019**. **Applications postmarked/received after this date will be charged a late fee, if application is accepted.** Vendors are selected based on merchandise, product variety, product appropriateness, and space availability. Prospective vendors must send a photo and itemized list of merchandise along with the application. **Vendors will be notified when their application has been accepted for the event.**

2. **Food Vendors: Accepted on a limited basis. A \$100 deposit is required along with the application fee.** Deposit will be returned at check-out with proper disposal of garbage and grease. ***Approved dumpster and a grease pit will be provided onsite and must be used or deposit will be forfeited.***

Food Vendor booths are approximately 20'x20'. Applications are selected based on previous attendance with CityFest, acknowledgement to guidelines, and type of product sold. A limit is placed on duplicate items sold by multiple vendors. The Alabaster Arts Council reserves the right to grant exclusive rights based on agreement. Duplicate vendors will be separated as much as possible, but no one will be relocated if this does not occur.

Vendors must send an itemized list of food items along with application. Food items not listed on application at check-in will be prohibited. Food vendors are expected to comply with all Health Department regulations.

**NO soft drinks or bottled water will be sold by Vendors. Vendors are allowed to sell only non-soft drink/non-bottled water beverages with prior approval through the CityFest Vendor Coordinator. Failure to comply can lead to ejection from the festival without a refund.**

- Ice will be sold at a reasonable price on site by the bag. No need to pre-order ice.
- **All food vendors must provide proof of insurance.**

3. **Application Fees/Deposits:** Fees/deposits are **due no later than April 1, 2019**. **Deposits are only applicable to food vendors.** Applications postmarked/received after this date must pay with cash, certified check or cashier's check and a late fee will apply (see booth rates below). A \$35 fee will apply for checks returned due to insufficient funds. ***There will be no refunds once an application is approved.***

4. **Business License: ALL VENDORS** are required to obtain a City of Alabaster Business License. If you do not have a current license, **a special event business license will be available for \$25 plus a \$10 handling fee through the city.** You will receive more information on this once you are accepted. You can contact City Hall at 664-6800.

5. **Sales Tax:** Applicant is responsible for paying all applicable sales taxes. Forms will be provided by the Vendor Coordinator. A city representative will contact you after your application is accepted.
6. **Arts & Informational Vendor Space:** Vendor spaces are approximately 10'x10'. Vendors must furnish their own free-standing tents, tables and displays. **Note:** Vendor space may be assigned on concrete sidewalk, grass, or asphalt parking lot which may or may not be level.

At all times, vendors must keep their space clean and orderly. Vendors are responsible for removing trash from their space and disposing it in an approved dumpster upon check-out.

7. **Subletting Vendor Space:** The subletting of space is not allowed without written prior consent from the Alabaster Arts Council.
8. **Check-in/Set-up/Check-out:** Vendor space assignments will be available onsite from the Vendor Coordinator, Friday afternoon. **Electricity is provided Saturday only.** Vendors may only check-in and set-up Friday between 3 - 9 p.m., and Saturday between 6 - 8 a.m. All vehicles must be out of the vendor area no later than 8 a.m. on Saturday. **Any vendor not checked in by 8am may be turned away without refund.** For security reasons, entrance to the venue at other times will be prohibited to incoming and outgoing traffic. Vendors must remain open until 6 p.m. Saturday. **Bringing Vehicles into the vendor area during festival times will be prohibited.**

Failure to comply could jeopardize acceptance to future events. If you require over 45 minutes setting up your booth, we strongly advise you to check-in Friday evening. (The venue is closely monitored by police beginning at 6PM Friday evening.) If you have ANY questions or concerns, contact our Vendor Coordinators at

[vendors@alabastercityfest.com](mailto:vendors@alabastercityfest.com).

***All Food vendors must check-out with the Vendor Coordinator and clear the event area following the last show.***

9. **Parking:** Vendors will be given one parking pass per application.
10. **Electricity/Water:** Electricity is available on a limited basis and for a charge (see chart below). It is assigned on a priority basis determined by the Alabaster Arts Council. Vendors must provide their own extension cords. **Electricity is provided Saturday only.** Water is not provided or available onsite.
11. **Hazards:** All vendors who use electricity, wood, charcoal, gas or propane will be required to have a working fire extinguisher in their space.
12. **Trademarks/Logos:** The CityFest Logo and/or artwork, name, or that of any artist performing at CityFest may not be used without written authorization from the Alabaster Arts Council. No merchandise of musical artists performing at CityFest can be sold without authorization from CityFest and the artist.
13. **Firearms/Firearm Replicas:** Not allowed at CityFest.
14. **Soliciting/Distributing:** **Soliciting/distribution of materials or products outside of vendor space is not allowed.** Vendors are not allowed to move their vendor space. Information and giveaways will only be allowed with written permission from the Alabaster Arts Council.
15. **Raffles/Give-aways:** No vendor may sell raffle tickets or chances for any organizations without written permission from the Alabaster Arts Council. Any item that is to be given away for promotion must be preapproved in writing from the Alabaster Arts Council. Food and/or beverages may not be given away without written permission from the Alabaster Arts Council.
16. **Security:** 24-hour security is provided 6 p.m., Friday through 11 p.m., Saturday. Security is contracted with the City of Alabaster Police Department.
17. **Right of Refusal:** The Alabaster Arts Council is a private non-profit entity. It reserves the right to refuse any applicants from the event for any reason.
18. **Non-discrimination:** The Alabaster Arts Council does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion or disability.

19. **Rain or Shine:** Alabaster CityFest is a rain or shine event. **No refunds will be given.**

**Alabaster CityFest Application (Continued)**

20. **Animals:** Live animals are not allowed to be sold or given away at CityFest without written permission from festival organizers.

21. **Offensive Items:** Offensive items or materials: the Alabaster Arts Council reserves the right to prohibit the sell or display of any items it may deem to be offensive or dangerous.

22. **Fees:** Fees for the 2019 Alabaster CityFest.

<b>Vendor (Space dimension is approximate)</b>	<b>Fees Received January 1 – April 1</b>	<b>Fees Received After April 1</b>
Informational or Arts/Crafts (10'x10' space) Additional 10'x10' space	<b>\$100</b> <b>\$75</b>	<b>\$150</b> <b>\$75</b>
Food (20'x20' space) Additional 20'x20' space	<b>\$500</b> <b>\$250</b>	<b>\$600</b> <b>\$300</b>
Electricity (Limited basis)	<b>\$75 per 110V outlet (up to 30 AMPS)</b> <b>\$150 per 220V outlet (up to 50 AMPS)</b>	
<b>Required Deposit – Food Vendors Only</b>	<b>\$100</b> <i>(Approved dumpster and a grease pit will be provided onsite and must be used or deposit will be forfeited.)</i>	



# Alabaster CityFest 2019 Vendor Application

Name (Print): \_\_\_\_\_

Company/Business Name \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

**Use additional paper to itemize and briefly describe all products to be sold in your vendor space.** Please include a photo (4x6 or larger) of items. For any food-related items, include approximate pricing. **All food items must be listed for Health Department approval.**

**Electricity needed? Yes No How many outlets needed \_\_\_\_\_ Amps \_\_\_\_\_**

Limited electricity available: assigned on priority basis determined by the Alabaster Arts Council. Vendor must provide extension cords and system must be in good working order and subject to inspection.

Vendor (Space dimension is approx.)	Fees Received Before April 1	Fees Received After April 1	Spaces Needed?	Amount
Informational or Arts/Crafts (10'x10' space) Additional 10'x10' space	\$100 \$50	\$150 \$75		
Food – (20'x20' space) Additional 20'x20' space	\$500 \$250	\$600 \$300		
Electricity (Limited basis)	\$75 for 110V Outlet (up to 30 Amps) \$150 for 220V Outlet (up to 50 Amps)			
<b>Required Deposit – Food Vendors Only</b>	<b>\$100</b> <i>(Approved dumpster and a grease pit will be provided onsite and must be used or deposit will be forfeited.)</i>			
<b>Total Enclosed</b>				

**Make checks payable to: Alabaster Arts Council**  
**Mail to: Alabaster CityFest, P.O. Box 2069, Alabaster, AL 35007**  
**For more information, email: vendors@alabastercityfest.com**

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**Vendor Rules and Regulations Acknowledgement**

I acknowledge and understand the information contained in the Vendor Rules and Regulations and I acknowledge that failure to comply with these rules may result in the removal of my vendor space from Alabaster CityFest. I also acknowledge that if I do not comply with the rules as set out, I will not be entitled to a refund of my application fee or deposit, if applicable.

**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, 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.

The undersigned agrees to having read the enclosed Rules and Regulations and agrees to abide by all terms and conditions.

Signature of Vendor \_\_\_\_\_ Date \_\_\_\_\_

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

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**Office Use: Date Rec'd: \_\_\_\_\_ Amount Rec'd: \$ \_\_\_\_\_ Approved by \_\_\_\_\_**