

# FALL FESTIVAL VENDOR GUIDELINES

## ALL VENDORS:

1. Booth Fees must be submitted with application. An accepted and paid application is a commitment to show and no refund will be made for cancellation or inclement weather. You may pay by credit card by visiting our web site and click on the Event Credit Card payment button.
2. If your trailer is larger than 12' x 12' or you need additional space, an additional 12' x 12' booth space must be purchased. See Application Form for rates.
3. Applications: Additional applications for the event may be obtained by calling or visiting our website at [www.jacksonalabama.org](http://www.jacksonalabama.org).
4. Application Due Date: ***The Chamber must receive Applications by October 7 to get the discounted rate. Applications will not be accepted the day of event.***
5. The event will be from 9 a.m. to 4 p.m.
6. All vendors must bring their own extension cords. Make sure that all extension cords are long enough to reach power source (100' or more).
7. **Set-up begins at 7 a.m. on Saturday, November 5, 2016.** All exhibitors will need to pick up their information packets from the Chamber. **All set up must be done and vehicles moved from set-up areas by 8:30 a.m.** Vehicles are not allowed in vendor areas!
8. Booths must be placed in the designated space. Booths cannot be changed. Set-ups should not be made in any area before consulting with a Chamber Staff and receiving your packet!
9. All vendors must be paid vendor applicants.
10. All vendors must provide their own canopies, chairs, tents, extension cords, etc., and should be prepared for inclement weather.
11. Sales tax must be paid to Clarke County, the City of Jackson and the State of Alabama. Tax forms and instructions will be included in your information packet. You are responsible for reporting your own taxes.
12. Non-compliance with the Fall Festival Guidelines may eliminate the vendor from future events.

## FOOD VENDORS:

1. In accordance with the Clarke County Health Department, absolutely no applications will be accepted after October 17, 2016. **APPLICATION AND FEES MUST BE RECEIVED BY THE CHAMBER NO LATER THAN OCTOBER 17!!**
2. Food vendors are encouraged to bring generators.
3. Food Vendors are encouraged to set up their booths on Friday, November 4, 2016. If you choose to set up on Friday, you must get your booth information from the Chamber by 7:00 p.m.
4. The Food vendor section of the event is not juried and will be placed strategically to the best of the Chamber staff and volunteer's ability.