

# The City of Talladega – Christmas on the Square Event

## Rules and Guidelines

2019

The following rules and guidelines are designed to make it as easy as possible for local vendors to sell their products directly to the general public at Talladega's Christmas on the Square event.

### Location

Christmas on the Square will be located at Talladega's Square located at approximately 115 Court Street N Talladega, AL 35160.

### Dates and Times

This year's Christmas on the Square will kick off on Friday, December 6<sup>th</sup>. However, vendors will only be present on Saturday, December 7<sup>th</sup> and Sunday, December 9<sup>th</sup>.

#### Saturday, December 7<sup>th</sup>

10am – 6pm

#### Sunday, December 8<sup>th</sup>

12pm – 6pm

### Applications & Fees

1. Vendors must submit descriptions and/or images **for approval** by event manager.
2. Vendors' fee structure is as follows:
  - Single space tent full weekend rental: \$50
  - Single space tent day rental: \$30
  - \$10 fee for electricity (*limited spaces – first come first serve*) \*\_please no electric heaters
3. Payment for space should be made payable to The City of Talladega. Mail Checks to the address below:

City of Talladega  
Attn: Christmas on the Square  
P.O. Box 498  
Talladega, AL 35161

### Permits and Licenses

All vendors are required to pay State of Alabama and City of Talladega Sales Tax on goods sold at event. All necessary licenses and fees are the responsibility of the vendor.

All vendors selling processed food items are required to abide by all rules set forth by the Alabama Department of Public Health. Prior to selling at the event, vendors must take care of any necessary food labeling guidelines and/or health department permit requirements.

## Space Assignments and Reservations Policies

1. Vendors will be licensed to sell at only one space as assigned by the Event Manager. The Event Manager designates the vending location for all vendors.
2. One 6ft table will be provided. Additional tables are the responsibility of the vendor. The vendor is also responsible for providing his/her own trash receptacle and for the removal of trash at the end of each market day.
3. Displays must be confined to the assigned space. If a vehicle or display is obstructing pedestrian traffic, or judged to be a safety hazard, it must be moved.

## Regulations

1. Vendors must submit description and/or images **for approval** by event managers. **Please do not send payment until we have contacted you.**
2. Producers may sell their own farm and kitchen products including (but not limited to): fruits, cut flowers, plants, cheese, cider, jams, jellies, relishes, honey, home canned goods and baked goods.  
  
Many items are subject to Health Department regulations. It is the responsibility of the producer to abide by these regulations. Contact the Health Department for inspection and approval. No cooking is permitted by vendors within the event area without prior approval by the Event Managers. It is the responsibility of each producer to abide by all state and federal regulations which govern the production, harvest, preparations, preservation, labeling, or safety of products offered for sale at the market.
3. **Saturday December 7<sup>th</sup>**, Vendors must be set up at the event by 9am and ready to do business at 10am.  
**Sunday December 8<sup>th</sup>**, Vendors must be set up at the event by 11am and ready to do business at 12pm. All vendors must stay open for business until close of the event both days at 6pm.
4. Solicitation for political campaigns, products, services, or charitable contributions not specifically addressed as an event commodity must stay within assigned booth area **AND must have prior approval** from Event Manager.
5. Vendors must be 16 years of age or older. Younger children are welcome and encouraged to participate but must be accompanied by an adult responsible for the child's conduct and safety.
6. Fraudulent, dishonest, or deceptive merchandising, disruptive behavior, or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind at the event.
7. All profane, abusive, discourteous, and boisterous language and/or conduct at or about the event area is prohibited.
8. Vendors will always be solely responsible for the cleanliness within their vending area regardless of the origin of the debris in that location.
9. The Event Manager will have the full power to enforce all rules and regulations within the market area. Failure by any vendor to comply with any of these rules and regulations can result in the forfeiture of the right to do business of any kind in the market.

# Vendor Application

## Applicant Information

Full Name: \_\_\_\_\_

First

Last

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Street Address

City

State

Zip code

Participating: Sat Sun Both

Circle dates you intend to participate

Website/Facebook Page: \_\_\_\_\_

If you don't have a website, please provide photos of your products.

## Product Information

Are your products handmade? \_\_\_\_ yes \_\_\_\_ no Will you need power? \_\_\_\_ yes (\$10 fee) \_\_\_\_ no

Have you been a vendor at this event? \_\_\_\_ yes \_\_\_\_ no If yes, when? \_\_\_\_\_

Please provide a description of the products you intend to sell at Christmas on the Square:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Disclaimer and Signature

*Indemnification: By participating in the event, all vendors shall be individually and severally responsible to the Event Manager and the City of Talladega for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors' negligence or that of its servants, agents or employees. All vendors hereby agree to indemnify and save the Event Manager and the City of Talladega harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the owners of the Event Manger and the City of Talladega by reason of the vendor's negligence or that of its servants, agents or employees.*

Applicant Statement: I have read and agree to abide by the Guidelines, Rules and Regulations of the Christmas on the Square Event and to obtain all applicable permits and licenses; I further agree not to hold the Event responsible for any damages arising out of the sales of my products.

By applying to participate in this event you are not guaranteed a spot as a vendor. If chosen to participate, you will be contacted by the Event Manager to pay the vendor fee (\$30 for 1 day, \$50 for 2 days). Please return **application only** to Kelsey Gallahar at [kgallahar@talladega.com](mailto:kgallahar@talladega.com) or P.O. Box 498 Talladega, AL 35161 by **November 5<sup>th</sup>**. **All qualified applicants will be contacted for their payment and further instruction no later than 14 business days after we receive the application.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_