

The City of Talladega – Christmas on the Square Event

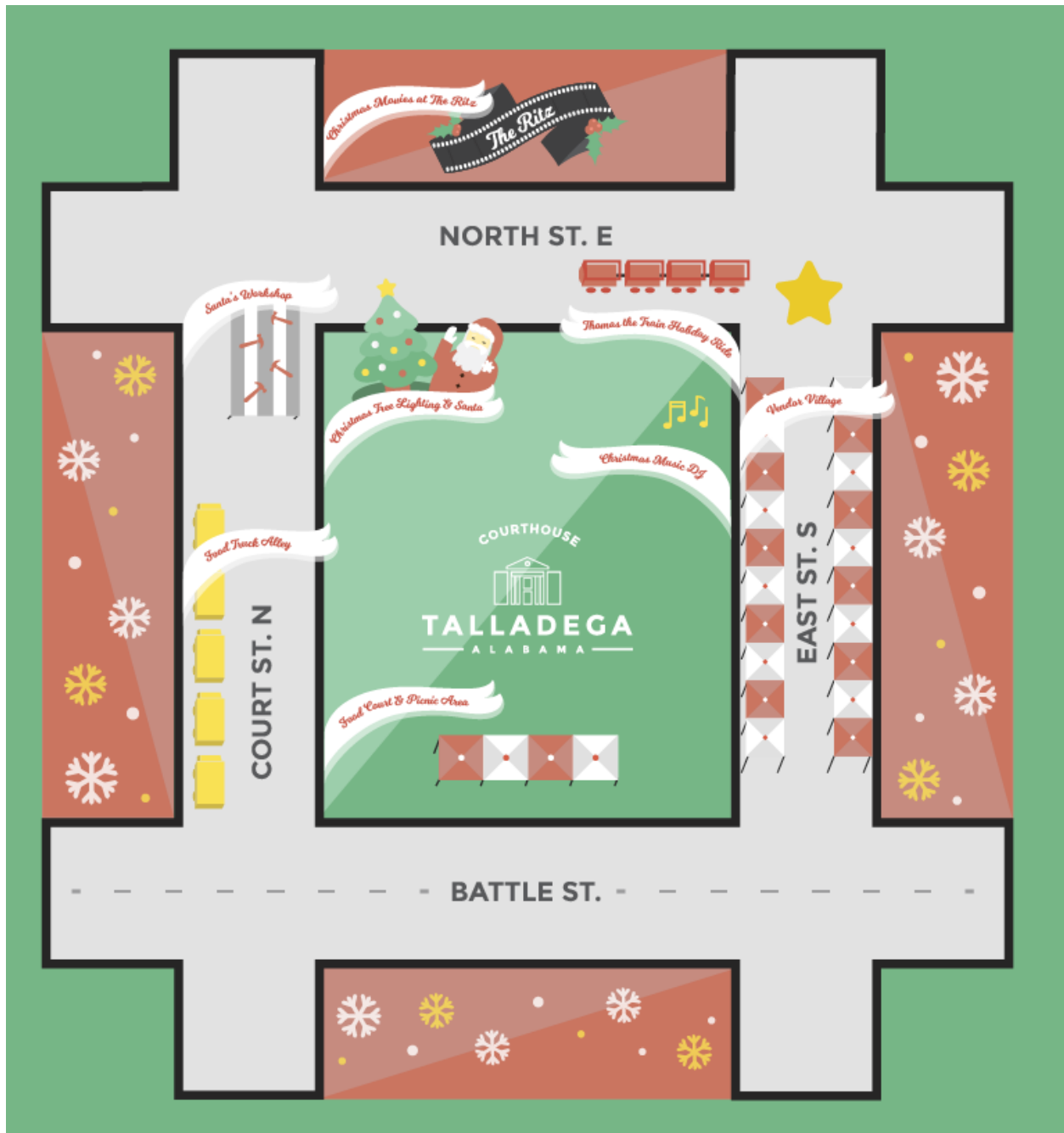
RULES AND GUIDELINES

2018

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 at the Square will be located in Talladega’s Square located at approximately 115 Court St. N, Talladega, AL 35160. Image below:



DATES/TIME

This year's Christmas on the Square will kick off on Friday, December 7th. However, vendors will only be present on Saturday, December 8th and Sunday, December 9th.

Saturday, December 8th
10am – 6pm

Sunday, December 9th
12pm – 6pm

APPLICATIONS & FEES

1. Arts and crafts vendors must submit pictures for approval by event manager.
2. Vendors' fee structure is as follows:
 - Single space tent full weekend rental: \$60
 - Single space tent day rental: \$40
3. Payment for space should be made payable to The City of Talladega. Mail checks to the address below:

Telegraph Creative
ATTN: Irma Sierra
30 25th Street North
Birmingham AL 35203

PERMITS AND LICENSES

All vendors are required to pay State of Alabama and City of Talladega Sales tax on goods sold at the 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 RESERVATION 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. Arts and crafts vendors must submit pictures for approval by event manager.
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 Manager. It is the responsibility of each producer to abide by all state and federal regulations which govern the production, harvest, preparation, preservation, labeling, or safety of products offered for sale at the market.
3. On Saturday, December 8th, Vendors must be set up at the event by 9am and ready to do business when the event opens at 10am. On Sunday, December 9th, Vendors must be set up at the event by 11am and ready to do business when the event opens at 12 pm. All vendors are required to 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 is not permitted.
5. Vendors must be sixteen 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 in the event.
7. All profane, abusive, discourteous, and boisterous language and/or conduct at or about the event area is prohibited.
8. Vendors will be solely responsible at all times 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.

Name of Vendor/Business _____

Signature of Representative _____