

The City of Talladega – Christmas on the Square Event

RULES AND GUIDELINES

2017

INTRODUCTION

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.

- The Event Manager will be Laura Wright, email lw@telegraphcreative.com, phone # 502-299-5679. The Event Manager’s responsibilities include, but are not limited to, recruitment and retention of vendors and presentors, communication with the City of Talladega on all issues pertaining to the event and advertising/promotion. The Event Manager will also act as a point of contact the weekend of the event for any questions that may arise.

LOCATION

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



DATES/TIME

The event will kick off on Friday, December 15th. However, vendors will only be present on Saturday, December 16th and Sunday, December 17th.

Saturday, December 16th

10am – 6pm

Sunday, December 17th

12pm – 6pm

PERMITS AND FEES

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 POLICIE

1. Vendors will be licensed to sell at only one space as assigned by the Event Manager. 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.

2. Vendors' fee structure is as follows:

- Single space tent full weekend rental: \$60
- Single space tent day rental: \$40

3. *One 6^{ft} 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. **Checks made payable to The City of Talladega.***

Mail Checks to the address below:

*Telegraph Creative
ATN: Laura Wright
30 25th Street North
Birmingham, AL 35203*

3. Payment for space is made payable to The City of Talladega.

4. The Event Manager designates the vending location for all vendors.

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 16th, Vendors must be set up at the event by 9:30am and ready to do business when the event opens at 10am. On Sunday, December 17th, Vendors must be set up at the event by 11:30am and ready to do business when the event opens at 12pm. 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 a 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
