



Arts/Crafts/Business/Nonprofit (General Vendor) Terms and Conditions April 16-17, 2021, Gardendale Civic Center Complex

Gardendale Magnolia Festival, Inc (GMF) invites you to participate in the 20th Annual Gardendale Magnolia Festival April 16-17, 2021. We look forward to having you join us for The Total Family Experience.

Please read and SAVE a copy of the following Terms and Conditions. On the vendor application, your signature will be required to indicate you have read and agree to abide by these terms and conditions. Read closely as there are many updates this year.

COVID-19 DISCLAIMER: Gardendale Magnolia Festival Inc (GMF) will implement appropriate measures and safeguards regarding COVID-19 according to CDC guidelines during the event, however, there exists a risk of the spread of COVID-19 in any group, social or public setting, location or event. Attending GMF could increase your risk of contracting COVID-19. GMF disclaims any liability for exposure to COVID-19 and by your entry or presence at GMF events or property you voluntarily assume all risks and agree you will not hold GMF or its related parties liable for any resulting illness or injury.

GENERAL VENDORS ARE SATURDAY ONLY: NO GENERAL VENDORS ON FRIDAY

- VENDOR SELECTION** - 1.) GMF is a nonprofit and reserves the right to reject, in whole or in part, and at any time, any exhibit or product, which in its opinion is objectionable or in conflict with GMF's family-oriented standards. 2.) Application postmark deadline is **March 26, 2021**. Application does not guarantee acceptance. 3.) If you are new to GMF, email 2 pictures of what you sell and your booth set up to kmedleygmf@gmail.com BEFORE mailing your application. 4.) Once your application has been accepted, you will receive an email confirmation. **5.) Limited availability to vend inside civic center.**
- GENERAL VENDOR BOOTH SIZE/AREA**- 1.) Base size is 10' x 10. 2.) Locations are Inside Civic Center, Outside Civic Center (grass, Street (concrete) 3.) Street locations cannot set up until Saturday morning 6am when Main St closes. 4.) Exact location

assignments will be on a map and given to vendors on registration day. You will know when you receive confirmation if you have a Street space.

3. **FEES-** 1.) One 10x10 aisle space fee is \$60 per day. Corner/End space is limited \$100
2.) Electricity is very limited and goes early in application process.
ELECTRICITY/WATER- Electricity INSIDE is \$20 per day and limited availability. 3.) Electricity OUTSIDE is extremely limited at \$25 for 120V/ \$50 240V/50AMP. 4.) Vendor provides own heavy duty 100 ft extension cord.
4. **VENDOR SET UP-** 1.) Registration is Friday 9am-5pm or Saturday 6am-8:30 am inside Gardendale Civic Center (blue roof) 857 Main Street. **DO NOT MAIL APPLICATION TO THIS ADDRESS.** 2.) Vehicles and storage trailers must be moved and parked away from vendor set up as soon as possible so other vendors arriving may be able to drive up and drop off. Your storage unit location depends on your vendor booth spot. Email kmedleygmf@gmail.com if you have questions. 3.) Booths must be occupied at all times during festival hours. 4.) If you are outside, plan to bring appropriate weights to weigh down your tent. It is often windy in April. 5.) We encourage you to register on Friday if you are local and find your location so you can quickly go directly to your spot to set up Saturday. If it is not on the street, you can partially set up on Friday but will not have access to electricity until Saturday.
5. **VENDOR BREAK DOWN-** 1.) No one is allowed to start breaking down tents/etc before Saturday at 5pm. 2.) All vendors must vacate the grounds by 7pm Saturday.
6. **FESTIVAL HOURS OPEN TO PUBLIC-** Friday 5-10 pm (Music/Carnival/Food), Saturday (Vendors) 10 am-5pm.
7. **BUSINESS LICENSE/PERMITS-** A city of Gardendale business license is not required to be a vendor at GMF at this time.
8. **SALES TAX-** Vendors are responsible for paying their own Gardendale, Jefferson County, and Alabama sales tax. Respective envelopes will be provided in your registration packet on the day of registration. A member of the GMF staff or city employee will be waiting at the circle desk inside the civic center for you to remit your tax envelopes starting at 4:00pm. Envelopes must be turned in by 5:30 on Saturday. **City taxes MUST** be turned in before leaving Saturday. If you are registered with Jefferson County and Alabama, you can remit those taxes as you normally do, but city taxes will be collected on Saturday. Let us know on your application if you need someone to come to your booth at the end of the day to collect the envelopes. Call the tax collections office at City Hall at 205-631-8789 if you have further questions about remitting local taxes.
9. **SALES-** 1.) GMF does not take a commission on vendor sales. 2.) Vendors are not permitted to create or sell items branded with (GMF) Gardendale Magnolia Festival, Magnolia Festival. 3.) Do not sell or give away bottled water.
10. **SIGNAGE-** Vendors are encouraged to display signage with their business name. GMF requires that vendors display the numbered signage provided in the registration packet.
11. **FIRE/SAFETY/SMOKING-** 1.) All city of Gardendale's fire codes and safety regulations will be enforced. 2.) Smoking or any use of tobacco or vaping is not permitted inside the Civic Center or within 30 feet. 3.) Please abide by the city of Gardendale's smoking ordinance 2005-21.
12. **CANCELLATION/REFUND POLICY-** Registration and electricity fees will be refunded as follows:
Inclement Weather: This is a rain or shine event. No refunds will be given for inclement weather.

Death of Family Member: If there is a death of an immediate family member (the week of the festival) of the person signing the application or the person(s) that was scheduled to work in the booth, GMF will refund the company the full amount of registration and electricity. GMF must be notified by writing via email at gdalemagfest@gmail.com or text to 205-913-0538.

Pandemic: After much consideration for an unprecedented pandemic in 2020 and after considering other festival cancellation policies, we have decided to add a pandemic cancellation policy for 2021. **If an applicant must cancel due to quarantine from exposure to COVID viruses or illness due to COVID viruses GMF will refund 50% of registration fee and electricity if GMF is notified by March 26.** GMF must be notified by writing via email at kmedleygmf@gmail.com or text to 205-285-6939. Any unforeseen emergencies after March 26th will be viewed on a case by case basis upon written notice of cancellation.

GMF Cancellation: If GMF cancels the festival (other than for inclement weather) GMF will refund 100% of applicants registration and electricity.

General Cancellations: No refund is given for general cancellation requests. If you feel your situation is unique and reasons other than stated above, you may contact GMF in writing via email at gdalemagfest@gmail.com or text to 205-913-0538.

- 13. SECURITY-** GMF and the city of Gardendale will not be held responsible for any items left overnight. We will have security walking through the grounds overnight Friday but the ultimate responsibility is yours.
- 14. CANCELED CHECKS-** There will be a \$35 canceled check fee for any returned checks.
- 15. WIN \$25 GIFT CARD-** Return our survey to the civic center lobby circle desk for a chance to win a \$25 gift card. When you turn in your tax envelopes is a perfect time to do this on Saturday. The gift card will be mailed to the winner if they are not on site when the name is drawn. Since our surveys are anonymous, you will write your name on a strip of paper for the drawing.
- 16. PARKING-** All vendors will be given one parking pass, allowing you to park one vehicle OR storage trailer in the parking lot closest to your booth. This trailer must fit in one parking space.
- 17. NON-DISCRIMINATION-** GMF does not discriminate on the basis of race, color national origin, ethnicity, sex, religion or disability.
- 18. HOLD HARMLESS AND INDEMNIFICATION AGREEMENT-** All vendors must sign the Hold Harmless and Indemnification Waiver on the application before being allowed to set up their booth.