



## **BOOTH TERMS AND CONDITIONS**

**ACCEPTANCE POLICY** - The Magnolia Festival Committee reserves the right to reject, in whole or in part, and at any time, any exhibit or product of any individual, which in its opinion is questionable or objectionable to vendors or others by returning the space fee paid by the exhibitor. The Gardendale Magnolia Festival will not be liable for paying any travel expenses, lost revenue or any other liability whatsoever beyond the space fee paid by the exhibitor as a result of enforcing this provision.

**LOCATION OF EXHIBITS** –Gardendale Civic Center. Assignments will be given at registration. Some adjustments may be made so as not to place to similar goods/vendors side by side. Adjustments may also be made to accommodate locations of electrical outlets. If the Gardendale Magnolia Festival deems it to be in the best interest of the festival, the GMF committee may assign the Exhibitor an alternate space prior to or during the festival. The decision of the GMF committee is final.

**DEFAULT IN OCCUPANCY** - In the event Exhibitor fails for any reason to install its exhibit in its assigned space, GMF has the right, at its sole discretion, to retain all sums previously paid by vendor. The GMF committee will make every effort to work with any Exhibitor experiencing a death, bodily injury or unforeseeable circumstance during the Gardendale Magnolia Festival.

### **SET UP TIMES & DISMANTLING -**

**FRIDAY SET UP/REGISTRATION-** Friday registration begins at 9:00 am inside of the civic center. Friday registration closes at 5:00pm. Saturday registration is 6:00 a.m.- 8:00 a.m. inside civic center.. Come early or on Friday, if possible. Registration is at the Gardendale Civic Center-857 Main Street.

**SATURDAY SET UP/REGISTRATION** Highly recommend Friday set up due to large volume of arts and craft vendors blocking traffic on Saturday. If you must set up on Saturday, feel free to come by Friday between 9:00-5:00 and register and get your number and location to help prepare for set up.

The Gardendale Magnolia Festival, Civic Center & City of Gardendale will not be held responsible for any items left overnight in an outside space. Security will patrol the area Friday night, but ultimate responsibility is yours.

**ALL EXHIBITS MUST BE COMPLETELY SETUP BEFORE 10:00 a.m., -Saturday ***NO vendor will pack up before 5:00 p.m. on Saturday of festival.***** Booths that ignore this rule will not be invited back next year. Booths must be packed up and vacated by 7:00p.m.Saturday. **No electricity is available unless requested/paid for through Magnolia Festival application process in advance.** The exhibitor is responsible for their own table, chairs and any signage.

**EXHIBIT AREA** - Nothing shall be nailed, stapled or otherwise affixed to inside walls, sidewalks or streets of the Festival area. Exhibitor's booth must conform to the size restrictions of the Festival and not interfere with walkways or adjacent booths in any way. All exhibits are to be in keeping with the overall **family-oriented** theme of the festival. Tents are highly recommended outside for protection against elements and overall look of festival. Alcohol is not allowed on Festival grounds. Exhibitor's booth must be open and staffed during entire Festival hours. No items will be sold the GMF deems dangerous or unsuitable for a family atmosphere. Any item(s) that the exhibitor does not voluntarily remove after notification, will be confiscated and returned at the end of the festival.

**FIRE, SAFETY & HEALTH REGULATIONS** - Exhibitor agrees to comply with all fire codes and safety regulations. These codes will be inspected this year. Exhibitors may request electrical power for an additional fee (*See attached registration form*). All extension cords used at the Festival must be supplied by the exhibitor and be the heavy duty three-wire type. Exhibitor should bring at least 100' in length for electrical hookup. All vendors are solely responsible for securing their electrical cords and similar cords/ropes for safety reasons. Minor First Aid will be available at the Festival.

**GENERAL** - ***No food or beverages will be sold or given away without the Gardendale Magnolia Festival committee's approval.*** Voice or music amplification systems are not allowed without prior approval.

**TAXES** - All exhibitors are solely responsible for obtaining any licenses, permits or approvals required

under local or state law applicable to their activity at the festival. Vendor understands that they are responsible for paying their own City, County & State taxes if any sales are made. Envelopes will be provided at registration from each governmental agency to submit the appropriate taxes. The City of Gardendale will not require any special licenses for this one-day event, however, city taxes are not exempt. Someone will be at the circle desk after 4:30 to collect your tax envelopes, otherwise you will mail them yourselves.

**\*\*THERE IS A \$35 CHARGE FOR ALL RETURNED CHECKS\*\***

**If you have a GFB Church parking lot/street booth, be prepared to weigh your tent poles down in case of wind.** All GFBC parking lot/street spots will be pavement and will need weights on tents.

**This is a Rain or Shine Event and No Refunds Will Be Given for Weather Conditions.**

**\*\*\*\*IMPORTANT INFORMATION - PLEASE KEEP FOR YOUR REFERENCE\*\*\*\***