
Food Vendor Terms and Conditions

April 25-26, 2025

Gardendale Civic Center Complex

Gardendale Magnolia Festival, Inc (GMF) invites you to participate in the 24th Annual Gardendale Magnolia Festival April 25-26, 2025. 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 food 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.

Application Deadline: February 24, 2025

- 1. 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 **February 24, 2025**. Application does not guarantee acceptance. 3.) If you are new to GMF, email 2 pictures of your food vendor tent/trailer/food truck and application to gdalemagfest@gmail.com BEFORE mailing your application for review. 4.) Once your application has been accepted, you will receive an email confirmation. 5.) Limited availability to vend on Friday. Email gdalemagfest@gmail.com if you are a first-time vendor before applying for *Friday night* participation to inquire availability.
- 2. FOOD VENDOR AREA SIZE**- 1.) Base size is 12' long x 10 wide with options for additional paid space as listed on application to accommodate food trucks and trailers. 2.) All food vendor spaces are outside. 3.) Location assignments will be on a map and given on registration day.
- 3. FEES**- 1.) One 12x10 food vendor space fee is \$175 per day. A second adjoining 12x10 space is \$100 per day. We accept credit card payments. Just email us for an invoice.
- 4. ELECTRICITY/WATER**- 1.) **No electricity or water is available. Please provide your own source.** We do allow gas generators IF they are not extremely loud and do NOT emit smoke. Battery-powered silent generators are best.
- 5. 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.** Our mailing address is on the application. No drop offs.
- 6.** 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 commissary trailer location, if using, depends on your vendor booth spot. Email gdalemagfest@gmail.com if you have questions. 3.) Food vendor space must be occupied at all times during operation. 4.) If you have a tent, plan to bring appropriate weights to weigh down your tent. It is often windy in April. 5.) If you are a Saturday-only vendor, we encourage you to register Friday if possible and find your location so you can quickly go directly to your spot to set up Saturday. No worries if this is not possible. If it is not on the street, you can partially set up (but not serve) on Friday.

7. VENDOR BREAK DOWN- 1.) No one is allowed to start breaking down tents/etc before Friday at 10pm or Saturday at 5pm. 2.) All vendors must vacate the grounds by 7pm Saturday.

8. COCA COLA PRODUCTS ONLY- 1.) Only Coca Cola bottles can be sold at GMF due to a contract with Birmingham Coca Cola United Bottling Co. 2.) No cans of soda can be sold. 3.) All bottled water, bottled soda, and bottled Powerade must be purchased from GMF 4.) I will email drink order forms as soon as Coca Cola provides them. (Usually late February) 5.) Payment for Coca Cola products can be paid at time of order or with cash at check-in before registration is complete that day.

9. FESTIVAL HOURS OPEN TO PUBLIC- Friday 5-10 pm, Saturday 10 am-5pm.

10. BUSINESS LICENSE/PERMITS- 1.) GMF applies for an event exemption from the Jefferson County Health Dept. that covers any *special event permit* from our food vendors. All food vendors must still abide by all health department rules and regulations for festival vendors. **A copy of a vendor's food permit to operate for business AND a copy of their health department inspection SCORE must be submitted with their GMF vendor application.** 2.) The city of Gardendale requires all food trucks and push carts (anything on wheels) to fill out a **Special Events Permit** form before participating in a Gardendale event. This form will print out with the application online and must be completed and returned with vendor application. You will add the **\$34** fee to your vendor total (*not a separate check to city*) and due with application. The fire marshal will use the submitted form to complete his inspection of the food truck or trailer. If at all possible, contact the fire marshal *weeks* before the festival to be inspected. If not possible, contact him to discuss requirements over the phone. 3.) A city of Gardendale business license is not required to be a food vendor at GMF at this time.

11. INSURANCE- If accepted, food vendors will be required to submit a copy of current Certificate of Insurance for commercial liability insurance with \$1,000,000 per occurrence limits of coverage. **Gardendale Magnolia Festival, Inc and city of Gardendale must be listed as an additional insured on the policy.** Proof of *business and vehicle insurance* must be provided to GMF with application.

12. 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 near the circle desk inside the civic center for you to remit your tax envelopes 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 all three envelopes must be filled out and turned in. But city taxes *will* be collected on Saturday. Call the tax collections office at City Hall at

205-631-8789 if you have further questions about remitting taxes. Even if you did not collect taxes, the envelopes must be turned in empty with your contact info written on them.

13. **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 or Magnolia Festival.

14. **HEALTH DEPARTMENT-** 1.) Vendors must comply with all Jefferson County Health Dept regulations for preparation, delivery to site and serving of foods.

2.) A list of ALL food sold in your booth space must be listed on the *provided* Health Department Menu List. We give this to the health dept but also use it to make sure we do not have too many of the same foods sold at GMF for your success. 3) A copy of a health department inspection certificate from your county or equivalent will be required.

14. **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 anywhere near food trucks/tents or where customers are being served. 3.) Please abide by city of Gardendale's smoking ordinance 2005-21.

1. **CANCELLATION/REFUND POLICY-** Registration fees will be refunded as follows:

Inclement Weather: This is a rain or shine event. No refunds will be given for inclement weather.

General Cancellations: No refund is given for general cancellation requests. If you feel your situation is unique you may contact GMF in writing via email at gdalemagfest@gmail.com

16. **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.

1. **CANCELED CHECKS-** There will be a \$35 canceled check fee for any returned checks.

2. **BEST MENU ITEM AWARD-** A \$25 gift card and "brag" sign will be awarded to the winning food vendor. Vendor MUST circle an item on their Health Dept Menu list to indicate which item they will be submitting. Volunteers will stop by each participating vendor to retrieve ONE SERVING of the item they are submitting around 2pm Saturday. (If it is tiny, please send two.) About 4pm-ish GMF will present the gift card and yard sign to the winner. The yard sign can be displayed immediately to let the crowd know you won and also displayed at future events where vendor participates to let that crowd know you have award-winning food. We will take a picture of the winner and put it on our Facebook page Magnolia Festival in Gardendale and tag the winner.

3. **PARKING-** All vendors will be given one parking pass, allowing you to park one vehicle OR food storage trailer in the parking lot closest to your booth. Electricity is not available for this storage trailer.

4. **NON-DISCRIMINATION-** GMF does not discriminate on the basis of race, color national origin, ethnicity, sex, religion or disability.

5. **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.