



## April 17-18, 2026 Gardendale Civic Center Complex Booth Vendor Terms and Conditions

Gardendale Magnolia Festival (GMF) invites you to participate in the 25th Annual Gardendale Magnolia Festival on April 17-18, 2026. 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. **Read closely as there are many updates.**

### **CONTACT FOR Booth VENDOR QUESTIONS:**

Kathy Lukins Email: [kmedleygmf@gmail.com](mailto:kmedleygmf@gmail.com)

**Application Deadline:** The application deadline is **March 3, 2026**.

Upon 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 -**

- a.) 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.
- b.) March 3, 2026. Application deadline. \*Application fee is nonrefundable and does not guarantee acceptance.
- c.) Once your application has been accepted, you will receive ONE email confirmation. All the details for the event are included in that email.
- d.) You must confirm and pay within 1 week of emailed acceptance letter or you will be placed on a wait list.

### **GENERAL VENDOR BOOTH SIZE/AREA-**

- 1.) Booth sizes are 10' x 10. Purchase **no more than 2 booths unless prior arrangement has been made with the vendor coordinator.**
- 2.) Street locations cannot set up until Saturday morning 6am when Main St closes. You will be notified if you have a street location.
- 3.) Exact booth location will be on a map and given to vendors on registration day.

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. If the Gardendale

Magnolia Festival deems it to be in the best interest of the festival, (GMF) may assign the Exhibitor an

alternate space during registration. The decision of the GMF committee is final.

### **FEES-**

- 1.) 10x10 aisle space fee is \$60 per day. 10x10 Corner/End \$100

## **VENDOR SET UP-**

- 1.) Registration is Friday 9am-5pm or Saturday 6am-8:30 am inside Gardendale Civic Center (blue roof) 857 Main Street. Magnolia Festival *does not* receive mail at 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. Email [klukins22@gmail.com](mailto:klukins22@gmail.com) if you have questions.
- 3.) Booths must be occupied at all times during festival hours. Volunteers are not allowed to sit in your booth for you to take a break
- 4.) If you are outside, you must have a tent covering and 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 possible 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

## **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) 10am-5pm.

**BUSINESS LICENSE/PERMITS-** A city of Gardendale business license is not required to be a vendor at GMF at this time.

**SALES TAX-** . 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 near the circle desk after 4:00pm Saturday to collect your tax envelopes.

You can mail county and state taxes yourselves, if you choose, but Gardendale CITY taxes must be remitted before leaving Saturday.

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

## **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.

**SIGNAGE-** Vendors are encouraged to display signage with their business name. GMF requires that vendors display the numbered signage provided in the registration packet. IF you are inside, remove the number from the wall and place on the front of your booth.

## **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.

#### **CANCELLATION/REFUND POLICY-**

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

GMF Cancellation: If GMF cancels the festival (other than for inclement weather) GMF will refund 100% of applicant's registration(not the application fee).

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](mailto:gdalemagfest@gmail.com) or the vendor coordinator. **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. GMF will make every effort to work with any Exhibitor experiencing a death, bodily injury or extreme unforeseeable circumstance during the Gardendale Magnolia Festival.

**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. **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 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, there will be a signup sheet next to the basket where you drop off your survey.

**PARKING-** All vendors will be given one parking pass per booth, 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.

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

**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.