



## **SPONSOR BOOTH TERMS AND CONDITIONS**

**VENDOR BOOTHS ARE SATURDAY ONLY! One day event for arts/crafts/business/nonprofit.**  
***Separate application for food trucks where some food trucks are two days.***

**ACCEPTANCE POLICY** - The Gardendale Magnolia Festival (GMF) 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. 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.

**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.

### **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. Register on Friday, if possible to avoid long line on Saturday. 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.

-ALL vehicles must be unloaded and moved from streets by 9am.

**-NO vendor will pack up before 5:00 p.m. on Saturday of festival.** Booths that ignore this rule will not be allowed to return next year.

-Booths must be packed up and vacated by 7:00p.m.Saturday. **No electricity is available outside.** 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 required outside for protection against elements and overall look of festival. Be prepared to weigh your tent poles down in case of wind.

-Alcohol is not allowed on Festival grounds. Smoking is not allowed inside vendor booths. Refer to Gardendale city ordinance and civic center rules for outdoor smoking areas.

-Exhibitor's booth must be open and staffed during entire Festival hours.

-No items will be sold that GMF deems dangerous or unsuitable for a family atmosphere. All items sold or given away **must** be listed on the vendor booth application.

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

### **FIRE, SAFETY & HEALTH REGULATIONS**

-Exhibitor agrees to comply with all fire codes.

-No electrical outlets available.

-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 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 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.

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