

VENDOR RULES & REGULATIONS

DEADLINE: Applications must be complete, including signature on all forms, the payment and photos attached. Incomplete applications will be returned to vendor. Deadline to send in application is September 1, 2023. No applications will be accepted after this date. **APPROVAL:** Applications will be approved or denied based on event needs, space availability and/or amount of duplicate products. The submission of an application does not guarantee acceptance into the event. All decisions are at the discretion of Main Street Enterprise and Friends of Main Street, who has a right to deny or cancel any application that does not meet its expectations and/or guidelines. Exclusivity is not guaranteed.

NOTIFICATION: Applicant will receive an e-mail once the application has been successfully submitted.

REFUNDS / CANCELLATIONS / EARLY DEPARTURES: There are NO REFUNDS for approved vendors. Approved vendors that cancel, are a no-show, or leave early, will forfeit application fee(s) and future events. Main Street Enterprise/Friends of Main Street (MSE/FOMS) has no control over weather conditions, natural disasters, and/or changes to any Local, State or Federal Order to include COVID-19.

SET-UP/BREAK-DOWN: Set-Up time is from 8:00 am – 10:00 am. Check in at the information tent near the Boll Weevil Monument. Vendor assignments will be distributed the day of the festival at check in. Assignments will be made at the discretion of the event coordinator and in an effort to preserve the quality and flow of the event. NO ONE will be checked in prior to 8:00 am, unless prior permission is granted by MSE/FOMS. All vehicles must be removed from the festival area by 9:15 am. Absolutely no vehicles may enter the festival area prior to 3:00 pm. All vendor spaces must be staffed for the duration of the festival.

VENDOR RESTRICTIONS: Sale or distribution of food or drink items (to include the sale of alcohol) is prohibited unless applicant is submitted and approved under Food Vendor guidelines, or special permission is granted by MSE/FOMS. The sale of alcoholic beverages is prohibited unless approval is granted by MSE/FOMS. MSE/FOMS has the right to refuse any vendor due to duplication in products, misrepresentation of menu, or failure to comply with rules and regulations. The following items will not be allowed: explosive devices, guns, knives, flea market items (such as used clothing or household goods), campaign signs, sexually explicit or drug-related paraphernalia. No sharing or subleasing space will be permitted.

VENDOR SPACE: Each general vendor (NON FOOD) space is 12'x 12'. Vendors requiring more than 12'x 12' space must purchase additional spaces. All items must fit within provided 12'x12' space. Each food vendor space is 10'x 20'. Vendors requiring more than 10'x 20' space must purchase additional spaces. All items must fit within provided 10'x20' space. Vendors must provide their own tent, tables, chairs, etc.

VENDOR PARKING: All vendors must park in the grass lot located at 401 W College Street. Any vendors who park outside of this approved location will not be considered for future MSE/FOMS events. All unauthorized vehicles must be removed from the festival grounds by 9:15 am. There will be no parking on city streets closed for the festival. Unauthorized vehicles will be subject to towing, and all fines and fees are enforceable by the City of Enterprise per Ordinance 07-06-21-B.

ELECTRICITY: Public use of the electrical outlets on the light poles downtown is strictly prohibited. Vendors who require electricity must provide their own means of power, such as a generator. Main Street Enterprise/Friends of Main Street requires such vendors to bring inverter (quiet/whisper) generators that are to be approved by City Engineering prior to the event. Generators are not allowed unless approved beforehand. Excessively noisy generators or those producing smoke or gas are strictly prohibited.

LICENSES: All vendors subject to review by the City of Enterprise Business License office. Vendors who do not currently hold a business license in the City of Enterprise may be required to apply for a special event license. For questions contact the Enterprise Business License Office at (334) 348-2656. **SALES TAX:** Vendors must comply with the Alabama Department of Revenue tax collection guidelines. MSE/FOMS is not responsible for tax collection.

LIABILITY WAIVER: Vendors agree to hold harmless the Main Street Enterprise/Friends of Main Street and the City of Enterprise, their employees, volunteers, sponsors, etc. from any suits or claims based on property/possession loss or damage. Vendors agree to comply with the rules set forth or implemented on the day of the event. Main Street Enterprise/Friends of Main Street reserves the right to revise any rule for the betterment of the event and/or customers.

ETIQUETTE: Vendors must be aware of and comply with all current festival rules, regulations, and guidelines. MSE/FOMS reserves the right to modify the policies, rules, and regulations at its discretion at any time. Be aware that violators may be banned from future participation even though their work may have been approved and vendor space fees paid. Only approved vendors will be allowed to participate. Vendors shall conduct themselves in a professional and courteous manner while participating in the event.

Vendors must treat all event staff, volunteers, neighbors, and visitors with professionalism and respect. Vendors must refrain from using profanity and from behavior that is verbally or physically abusive, dangerous, or disruptive to festival activities.

PUBLIC HEALTH & SAFETY: All food vendor applications along with full menu, photos and description of cooking equipment, set-up, etc. will be submitted to the Coffee County Health Department and the City of Enterprise Fire Department for review. Food vendors should be prepared to obtain a Temporary Food Establishment permit from the Coffee County Health Department and will be notified if needed. All food vendors are required to have hand sanitizer dispenser(s) available for customers and abide by all health and safety laws and ordinances. For additional questions regarding health and safety laws and ordinances contact Coffee County Health Department at (334) 347-9574.

FOOD AND BEVERAGE COMPLIANCE: Menu/Vendors will be limited. Selection is at the discretion of MSE/FOMS. Full menu with price list must be submitted with application.

FOOD VENDOR SPACE: Food vendor spaces are 10' x 20'. Contents of setup, including food truck/trailer, must fit within this space. Vendor spaces are nontransferable. If additional space is needed, it must be purchased prior to the event. All vendors are required to have hand sanitization stations or hand sanitizer at their vendor space for public use. Photos of setup must be must be uploaded to the application prior to submitting.

GENERAL VENDOR SPACE: Non-food vendors are provided a 12'x12' space. Vendors bear the responsibility for all setup needs for their space. Stakes may not be placed in the street. Please make plans to secure your vendor space. (Weights and anchors are highly suggested). Vendor spaces are nontransferable. All contents of vendor space must fit within this space. Additional space may be purchased prior to the event.

VENDOR CATEGORIES

ARTS & CRAFTS VENDOR

DEFINITION: All items sold must be the original, handcrafted work of the artist or craftsman named on the application. Artist/craftsman guarantees the accuracy of the description of merchandise to be sold as work created by their own hands. No mass-produced, purchased or kit items are acceptable in this category. Absolutely no buy/resell, commercially manufactured items, or items made exclusively from commercial molds. Main Street Enterprise/Friends of Main Street has the right to remove vendors with commercial wares from the festival. Final definition of commercial vendors is at the discretion of Main Street Enterprise/Friends of Main Street.

AUTHENTICITY: At least five (5) high-quality digital photos of hand-crafted items to be sold, and vendor setup must be submitted with application.

SALES or INFORMATION VENDORS

DEFINITIONS:

Sales - Any vendor that provides a buy/sell product that is not handcrafted by the seller. This can include mass-produced items, imports, commercially manufactured items or kits, home-distribution/direct sale businesses, etc.

Information - Any business or organization that provides a service who wishes to distribute giveaways or demonstrations at booth. These vendors are required to provide an activity/game for the public (giveaway, activity, game). We highly encourage providing small promotional prizes for participating in the activity. Examples include but are not limited to: drawing/wheel spin for promotional prize, photo booth backdrop, chalk drawing, etc. The purpose of this rule is to create community engagement and add value to the event as a whole.

COMMUNITY ORGANIZATION VENDORS

DEFINITIONS:

Non-Profit – any organization that operates in a not-for-profit situation and has a 501c3 (must present verification)

Community – any other entity or group that may legally operate without a business license. These groups may include but are not limited to: Churches, School Clubs/Organizations, Community Clubs/Organizations, Animal Shelter, etc.

RESTRICTIONS: Community/Non-Profit Groups are not allowed to sell food items or beverages as a Community/ Non-Profit participants. If the organization wishes to sell food items and/or beverages they must register as a food vendor subject to the applicable food vendor fees. The organization must abide by all festival rules and guidelines listed under General and Food Vendor.

GUIDELINES: Community/Non-Profit Groups will follow the same rules and regulations as all other vendors, respectively. These vendors are required to provide an activity/game for the public (giveaway, activity, game). We highly encourage providing small promotional prizes for participating in the activity. Examples include but are not limited to: drawing/wheel spin for promotional prize, photo booth backdrop, chalk drawing, etc. The purpose of this rule is to create community engagement and add value to the event as a whole.

FOOD VENDOR

DEFINITION: Any vendor that sells food and/or beverages that are prepared ON SITE.

By signing this application, I have read, understand and agree to abide by all Vendor Rules and Regulations set forth in the Main Street Enterprise/Friends of Main Street Spring Festival at the Monument event, and I understand that failure to comply may result in forfeiture of booth space(s) and fee(s). I understand Main Street Enterprise/Friends of Main Street has a right to not refund me due to weather conditions or circumstances deemed worthy of cancellation and/or any changes to Local, State and/or Federal Orders to include COVID-19. I understand there are NO REFUNDS for approved vendors. Approved vendors that cancel, are a no-show, or leave early, will forfeit application fee(s) and future events. I understand that neither Main Street Enterprise, Friends of Main Street nor the City of Enterprise will be responsible or liable for loss or damage to inventory or injury to persons participating in the event.