EVENT NAME HERE

VENDOR RULES, REGULATIONS AND APPLICATION PROCESS

Event Date: **Event Hours:**
Rain Date: **Event Location:**

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 **DATE HERE.** 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 **ORGANIZATION NAME**, who has a right to deny or cancel any application that does not meet its expectations and/or guidelines. Exclusivity is not guaranteed.

NOTIFICATION: Upon application approval, **ORGANIZATION NAME** will send email notification to the Vendor within two (2) to five (5) days.

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. **ORGANIZATION NAME** 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 **X:00 am – X:00 am**. 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 **X:00 am**, unless prior permission is granted by **ORGANIZATION NAME**. **All vehicles must be removed from the festival area by X:00 am.** Absolutely no vehicles may enter the festival area prior to **X: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 **ORGANIZATION NAME**. 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 RULES & REGULATIONS

VENDOR PARKING: All Vendors will be provided a layout map showing approved parking locations. **All unauthorized vehicles must be removed from the festival grounds by X:00 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. **ORGANIZATION NAME** 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. **ORGANIZATION NAME** is not responsible for tax collection.

LIABILITY WAIVER: Vendors agree to hold harmless the **ORGANIZATION NAME** 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. **ORGANIZATION NAME** 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. **ORGANIZATION NAME** 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.

Please read, sign and return to ORGANIZATION NAME:
I understand that my application will be reviewed for approval. By signing below, I am stating I have read and will comply with the ORGANIZATION NAME EVENT NAME event Rules and Regulations and the stated cancellation policy which states there are NO REFUNDS.

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Vendor Signature