

DEBA, FRIENDS OF MAIN STREET 2022 Special Event Vendor Application



Please return the completed application form with complete payment to the Downtown Enterprise Business Association, 117 N. Main Street, Enterprise, AL 36330 . If you have questions, please call 334-494-3484.

Business Information:

Legal Business/ Organization Name: _____ Trade Name (if different) _____

Type of Vendor (please check which applies): Arts & Crafts Food Service Retail Non-Profit Other

Describe goods and/or services to be offered: _____

Contact Name: _____ Phone Number: _____ Email: _____

Mailing Address (include City, ST. and ZIP): _____

Electrical Requirements: _____ Number of Booths: _____

Vendor spaces are \$125 per space. Make checks payable to: DEBA, Friends of Main Street.

Mailing Address: 117 North Main Street, Enterprise AL, 36330

ALL VENDORS must have a BUSINESS LICENSE registered with the City of Enterprise at least 2 weeks prior to the Event Date. Please attach a copy of the Business License to the Vendor Application.

Non- Food Vendor Business License Fees

\$25 for a one-day license or \$50.00 for the entire year plus \$12.00 issuance fee. For vendors who are home-based in Enterprise, a home occupation permit will be required through the Engineering Dept. prior to the Revenue Dept. issuing a business license. If the vendor already has a business license, nothing additional is needed from the City of Enterprise Revenue Department.

Food Vendor NOTICE and Business License Fees

Completed application, detailed menu, and photos of equipment and setup must be provided at least 2 weeks prior to event date to allow approval of Fire Dept. and Health Dept. Email this information to deana@lunationstores.com ATTN: Deana Pierce. Food Vendor Business Licenses will be \$25 for a one-day license or \$50.00 for the entire year plus \$12.00 issuance fee. Food Vendors are subject to the Fire Department clearance/inspection and Health Department (exemption and/or food permit) for each event after which Revenue Dept. will issue a new license for each event at no additional charge and update the event on each license for each event. This will ensure the Fire Dept. and Health Dept. guidelines are met for the benefit of public safety. Generators are highly encouraged due to limited electricity availability.

Do you have a business license with the City of Enterprise?

YES NO

If YES, please attach a copy of the current business license to this application. If NO, PLEASE COMPLETE THE ATTACHED BUSINESS LICENSE APPLICATION and MAIL TO City of Enterprise/Business License P. O. Box 31000 Enterprise, AL 36331 to request an Event License from the City of Enterprise.

My signature below indicates that I have read, reviewed, and understand all of the attached RULES, REGULATIONS, and VENDOR RESPONSIBILITIES for participating in the scheduled Downtown Events.

PRINTED NAME: _____ SIGNATURE: _____ DATE: _____

The mission of DEBA, Friends of Main Street, is to make Downtown Enterprise a target destination for arts, dining, entertainment, history, service and shopping for all ages in the Wiregrass area through creative marketing in conjunction with our Main Street Enterprise Program, a cohesive community of downtown merchants and a fresh take on discovering Downtown Enterprise.

RULES, REGULATIONS & VENDOR RESPONSIBILITIES for DOWNTOWN EVENTS:

- The Downtown Enterprise Business Association will advertise and promote the event, but are not responsible in any other way.
- Spaces are approximately \$125 for each 12'x12'. Spaces will be assigned on a first come, first serve basis.
- **REFUND POLICY:** There will be no refunds for cancellation of the event due to inclement weather or vendor failure to appear or comply. Vendors who cancel more than 14 days prior to the event will be eligible for a full refund of Event Fees. No refunds will be available for cancellations within 14 days prior to the event date.
- DEBA, Friends of Main Street and The City of Enterprise are not responsible for lost, damaged or stolen items or for any accidents, and do not guarantee sales for these events.
- Vendors with animals are advised that there will be loud music in multiple locations and it may affect your animals. If you have live animals, you are responsible for providing water, cover & sawdust for them to walk on.
- The event area will be open for vendors at least 2 hours prior to all events to allow adequate set up time. Vendors will be contacted by the Vendor Coordinator with specific set up time and location.
- No Vendor will be allowed to set up in the streets until the Police have completely closed the street.
- Booths must be set up and ready for business at the start of the event and remain in operation until the event has ended. If your booth is not in operation until the end of the event you will not be allowed to participate in future DEBA events.
- All vendors must be licensed in the City of Enterprise; a one day license can be obtained for \$25, or an annual license for \$50 plus \$12 issuance fee. For City license and tax questions call 334-348-2656.
- Health Department permits are required for vendors selling food items. All food vendors are required to have hand sanitizer dispenser(s) available for customers and to abide by all health and safety laws and ordinances. Call the Health Department, 334-347-9574, for requirements/regulations before submitting a vendor application. One Day Event health regulation exemption will be submitted for the event. All regulations should be followed as expecting a health inspection walk through. **FOOD VENDOR Applications must be turned in two weeks prior to the event date .**
- For vendors using electrical hookups: Spaces with hookups are limited and available on a first come, first serve basis. All hookups are 120 volt AC ground fault interrupter outlets. **ONLY ONE (1) ELECTRICAL DEVICE PER VENDOR WILL BE ALLOWED. EACH DEVICE MUST DRAW NO MORE THAN 15 AMPS.** Unsafe, defective or other equipment that interferes with the electrical system or draws too many amps will not be allowed. Food vendors with crock- pot cooking max out at 3 crock-pots per outlet, and are responsible for their own power strip. Vendors should bring **MINIMUM 100'** of undamaged electrical cord rated for exterior use. All outlets are serviced by the City of Enterprise and not DEBA. DEBA will not guarantee the function of the outlets.
- **ALL EXTENSION CORDS MUST BE TAPED DOWN.**
- Vendors should bring all display materials, signs, tables, chairs, tents (if desired), and other items required for conducting business within the designated 12'x12' assigned spaces.
- Keep sidewalks, doorways, and booths nearest you clear for foot traffic.
- Vendors **MUST** set up in the marked area on the sidewalk or street as assigned by DEBA Vendor Coordinator
- **VENDORS MUST REMOVE VEHICLES FROM EVENT AREA IMMEDIATELY AFTER UNLOADING, BEFORE SETTING UP AND -PARK IN DESIGNATED AREA.**
- Vendors must clean up assigned area(s) after the event

My signature below indicates that I have read, reviewed, and understand all of the attached **RULES, REGULATIONS, and VENDOR RESPONSIBILITIES** for participating in the scheduled Downtown Events.

PRINTED NAME: _____ SIGNATURE: _____ DATE: _____

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IMPORTANT INFORMATION:

The Downtown Enterprise Business Association (DEBA) and The City of Enterprise are not responsible for lost, damaged or stolen items or for any accidents. Vendor agrees, on behalf of itself/herself/himself and it/his/hers employees and agents that in exchange for being permitted to operate at the event, it/he/she agrees to release and hold harmless the entities stated above as well as their employees, agents and officers, from any and all claims, causes of action, suits for bodily injuries (including death) and property damages of any kind. Vendor agrees, on behalf of itself/herself/himself and it/his/hers employees and agents, that it/his/her participation in the event is at it/his/her own risk.

Vendor agrees that any activities engaged in associated with its booth or business shall be lawful; that Vendor is strictly prohibited from engaging in any activity which would create or cause a danger or disruption to the health and safety of the public; and that all Vendor activities shall be family-friendly and appropriately designed to conform to local community standards of decency, morals, and health.

The Downtown Enterprise Business Association reserves the right to reject any vendor application based on conflict in duplicate product lines, or presentation of products and/or services not in keeping with the values of the DEBA organization. Vendors will be notified and money returned if such conflict occurs.

I have read the attached rules and regulations and agree to inform all participants working in my space during the event(s) of all rules and regulations. I agree that all participants will abide by the same and any decision of DEBA. I understand that my space must remain in operation until the specified closing time of the event or I will not be allowed to participate in future DEBA sponsored festivals.

If you should need further assistance or have questions, please feel free to contact us any time at the Downtown Enterprise Business Association 334-494-3484 or deana@lunationstores.com.

Thank you for being a part of these events!