

2024 CHRISTMAS EXTRAVAGANZA

BICENTENNIAL PARK

Festival Guidelines

Event Location

Baldwin County Bicentennial Park

51233 State Highway 225
Stockton, AL 36579

Festival Guidelines

1. **Early Application Encouraged:** Due to limited space, we strongly encourage early applications.
2. **Power Supply Requirement:** Power spaces are not available for this event. PARTICIPANTS MUST PROVIDE A GENERATOR IF POWER IS NEEDED. Please submit applications to the Archives via mail (32 Courthouse Square, Suite 26, Bay Minette, AL 36507), email (archivalrecords@baldwincountyal.gov), or in person (305 East 2nd Street, Bay Minette, AL 36507) by Monday, November 25, 2024. Applications received after the deadline will not be accepted.
3. **Vendor Fees:** There is a \$50 vendor fee that is due at the time of application. All checks must be made payable to Baldwin County Commission. Vendor Fees are non-refundable. All participants are responsible for providing their tents, tables, and chairs.
4. **Application Review:** We review applications upon receipt. All applicants will receive a response as soon as possible. If an application is denied, applicants will receive written notice of the denial.
5. **Licensing Requirements:** Vendors are responsible for ensuring compliance with the State of Alabama and Baldwin County business licensing requirements.
6. **Tax Responsibility:** Each vendor is responsible for taxes. All necessary forms will be included in the registration pack provided at check-in.

7. **Event Attendance Requirement:** All vendors must remain set up for the entirety of the event without exception. Failure to comply will result in a ban from future events. Vendor spaces are assigned on a first-come, first-served basis by the committee.
8. **Clean-Up Deadline:** All areas must be clean and clear by 5:00 p.m. on the evening of the event. Please dispose of all trash in the onsite dumpsters before departure.
9. **Property Responsibility:** The Baldwin County Department of Archives and History will not be liable for any loss or damage to a participant's property.
10. **Weather Policy:** In the event of severe weather, the event will be canceled. There will be no rescheduling in case of inclement weather.
11. **Booth Space Guidelines:** Vendor spaces are 10 x 10. Pull-behind trailers must be confined to the assigned booth space(s). Tables, chairs, and merchandise must also be confined to the booth space.
12. **Product Restrictions:** Vendors may only sell items listed on their application. Prohibited items include fireworks, silly string, firearms, alcohol for consumption, paint, water balloons, confetti, and any other items deemed dangerous or inappropriate by the Baldwin County Commission.
13. **Equipment Requirement:** Please bring your extension cords (minimum length of one hundred feet).
14. **Behavior Policy:** Inappropriate language, items, or actions will result in removal from the event. The Baldwin County Commission reserves the right to disallow the selling of disruptive or dangerous items. Violators must leave the premises immediately.
15. **Vehicle Access:** Vendors/exhibitors may have their vehicles inside the event area during the

SET-UP/BREAK-DOWN - Participants may begin setting up displays on Friday, December 13, 2024, from 9:00 a.m. to 3:00 p.m., and on Saturday, December 14, 2024, from 6:00 a.m. to 8:00 a.m. All vendors must check in with the Archives staff during setup to receive vendor packets.

Participants must be set up and ready on or before 8:30 a.m. on Saturday, December 14th. All additional vehicles (excluding food trucks or approved vehicles attached to food units) must be moved outside of the event area before the event opens at 9:00 a.m.

Breakdown will commence immediately at the end of the event.

PLEASE COMPLETE THE FOLLOWING & RETURN FOR REVIEW:

1. Completed, signed Application/Agreement Form including a full description of product and booth setup.