

# 2023 CHRISTMAS AT BICENTENNIAL PARK

## Festival Guidelines

### Event Location

#### **Baldwin County Bicentennial Park**

51233 State Highway 225  
Stockton, AL 36579

1. Due to limited space, we encourage you to apply early.
2. There are no power spaces available for this event– **PARTICIPANTS ARE REQUIRED TO PROVIDE A GENERATOR IF POWER IS NEEDED.** Please return applications to the Archives via mail (32 Courthouse Square, Suite, 26, Bay Minette, AL 36507), email (archivalrecords@baldwincountal.gov) or by hand delivery (305 East 2<sup>nd</sup> Street, Bay Minette, AL 36507) no later than Monday, November 27, 2023. We will not accept applications from anyone after the published deadline.
3. There are **NO** Vendor fees. All participants are responsible for providing their own tents, tables, and chairs.
4. We review applications upon receipt. All applicants will receive a response to their application as soon as possible. Denial of an application, applicants will receive written notice for the denial.
5. It is the vendors responsibility to ensure compliance with State of Alabama and Baldwin County business licensing requirements. Recent Changes: Products sold to the public at a festival, the State of Alabama now requires all entities, including non-profits, to have state and county business licenses. The license fee is very reasonable, for more information on cost please call the license inspector division or the probate judge at (251) 937-0260.
6. Each Vendor is responsible for taxes. All the pertinent forms will be inside the registration pack provided to you at check-in.
7. All vendors must remain set-up for the entirety of the event. **NO EXCEPTIONS.** Failure to comply will result in a ban from the event. The committee assigns vendor spaces on a first come first serve basis.
8. All areas must be clean and clear no later than 9:30 p.m. on the evening of the event. Please deposit all trash in the onsite dumpsters before departure.
9. The Baldwin County Department of Archives and History will not be responsible in any way for loss or damage to a participant's property.
10. In the case of severe weather, the event host will cancel the event. We will not reschedule the event, should inclement weather occur.
11. Vendor spaces are 10 X 10, Pull behind trailers **MUST BE CONFINED** to the booth space(s). Tables, chairs, merchandise, **MUST BE CONFINED TO YOUR BOOTH SPACE!** Failure to do so could result in removal from the event. Booth placement is at the discretion of the event organizer.
12. Vendors must only sale the items listed on the application. Please do not deviate from items listed on the application. Doing so could result in the closing of your booth. **Items NOT ALLOWED** 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. Please bring your own extension cords (minimum one hundred feet), as your power source may not be located right by your booth. If you are a non-power vendor, please do not access any of the power outlets.
14. Inappropriate language, items or actions will result in removal from the event. The Baldwin County Commission reserves the right to disallow selling of disruptive, dangerous, damaging, items. Anyone in violation of these restrictions must leave the premises immediately.

15. Vendor/Exhibitors may have their vehicles inside the event area during the assigned set up and break down times ONLY. This is for insurance and liability reasons. Failure to comply will result in a fine by the Baldwin County Sheriff's Department for public endangerment.
16. All vendors, exhibitors, entertainers will receive a parking pass. Please place the parking pass in the front driver side window of the vehicle.

### **SET-UP/BREAK-DOWN**

Participants may begin setting up displays on **Friday, December 8, 2023**, beginning at 9:00 a.m. and ending at 4:30 p.m. Gates will open at 6:00 a.m. on Saturday, December 9, 2023. Set-up must be complete by 4:30 p.m. on the day of the event. All vendors must check-in with the Archives and History staff during set-up time to receive vendor packets.

Participants must be set up and ready by 5:00 p.m. when the event opens. All additional vehicles (does not include food truck or approved vehicles attached to food units) must move their vehicles outside of the event area before the event opens. No exceptions.

Break-down will begin at 9:00 p.m.

### **FOOD/DRINKS/BAKED GOODS**

Only registered and approved vendors may sale food and drinks at the event. A cottage license is required for anyone who prepares food at home to sale at a festival. Please attach a copy of the cottage license with your application. Failure to comply will result in a citation from the Baldwin County Health Department.

### **PLEASE COMPLETE THE FOLLOWING & RETURN TO BE REVIEWED:**

- 1) Completed, signed Application/Agreement Form  
Including full description of product and booth set-up