



Boll Weevil Fall Festival Food Vendor Application

Please complete this application and return

by **September 30, 2019** to:

Enterprise Chamber of Commerce, PO Box 310577, Enterprise, AL 36331

For more information call (334) 347-0581

Attach appropriate photos & documentation to complete your application.

Food vendors will be limited and selected based on Coffee County Health Department and Enterprise Fire Department approval, selection of menu items, previous experience at Boll Weevil Fall Festival, and committee's final selection. All food vendors should be prepared to obtain a Temporary Food Establishment permit from the Coffee County Health Department. More information about this requirement will be provided with notice of acceptance.

Contact Name:	Business Name:	
Booth Name if different from above:		
Phone#:	Email:	
Mailing Address:		
City:	State:	Zip:
Have you participated in this event before?		If yes, under what name?
Brief Description of Food Items (Please attach full menu with price list):		

Do you have a current business license within the city of Enterprise? _____

***If you do not have a current business license with the City of Enterprise further instructions will follow with notice of acceptance.**

Please describe your set-up, including space requirements (food truck, trailer, tent/tables, cooking equipment, etc.):
How will food be prepared and distributed at festival?
Describe your power source, and indicate your electrical needs (generators must be approved):
Additional Special Needs/Requests:

NO REFUNDS WILL BE ISSUED IN THE EVENT OF INCLEMENT WEATHER, NATURAL DISASTER, OR CIRCUMSTANCES DEEMED WORTHY OF CANCELLATION BY THE ENTERPRISE CHAMBER OF COMMERCE. Initial Here: _____

One food vendor space, 10'x20' \$150 _____
 Additional space \$50 _____
 Electricity: one 110 volt 20 amp** \$25 _____
 Electricity: one 110 volt 30 amp** \$40 _____
 TOTAL AMOUNT ENCLOSED: \$ _____
 No 220 volt circuit available

Please make check or money order payable to:
Enterprise Chamber of Commerce

VENDOR AGREEMENT

I VERIFY THIS APPLICATION IS A COMMITMENT TO EXHIBIT AT BOLL WEEVIL FALL FESTIVAL, IF ACCEPTED. I HAVE READ AND UNDERSTAND THE EXHIBITOR GUIDELINES AND CANCELLATION POLICY.

 SIGNATURE OF VENDOR

 DATE SIGNED



Boll Weevil Fall Festival Rules & Regulations

GENERAL (applicable to all vendors)

- **EVENT DATE:** October 19, 2019
- **FESTIVAL LOCATION:** Boll Weevil Monument, Downtown Enterprise, AL (address for reference: 100 Main Street, Enterprise, AL 36330)
- **FESTIVAL HOURS OF OPERATION:** 11 am – until 4 pm
- **DEADLINE TO APPLY:** September 30, 2019. Return all corresponding documents and make payment to: Enterprise Chamber of Commerce, PO Box 310577, Enterprise, AL 36331
- **APPLICATION:** Paid registration is a commitment to show. Vendor fees and spaces are non-transferrable. Vendors signing the application are responsible for the booth and its contents. **Initial Here:**
- **APPROVAL:** Acceptance of all applications are at the discretion of the Enterprise Chamber of Commerce. The Chamber reserves the right to deny any application based on incomplete application, failure to submit all requested information or documentation, conflict in duplicate product lines, presentation of products and/or services not deemed appropriate, and/or space availability. Exclusivity is not guaranteed. **Initial Here:**
- **NOTIFICATION:** Upon application approval, ECoC will send written or email notification to the vendor within two (2) business days upon receipt of completed application. Any vendor application denied by the Enterprise Chamber of Commerce will be notified by letter with a full refund.
- **REFUNDS:** Boll Weevil Fall Festival is a rain or shine event. No refunds will be issued in the event of inclement weather, natural disaster, or circumstances deemed worthy of cancellation by the ECoC. Approved vendors that cancel, fail to show, or leave early, will forfeit application fee(s) and may be refused for all future events hosted by the ECoC. **Initial Here:**
- **SET-UP/BREAK-DOWN:** Set-Up time will be from **8:30 am – 10:30 am. Check in at the hospitality tent near the Boll Weevil Monument.** Booth assignments will be distributed the day of the festival at check in. NO ONE will be checked in prior to 8:30 am, unless prior permission is granted by ECoC. All vehicles must be removed from the festival area by **10:30 am.** Absolutely no vehicles may enter the festival area prior to **4:00 pm.** **All vendor spaces must be staffed for the duration of the festival.** **Initial Here:**
- **BOOTH RESTRICTIONS:** Sale or distribution of food or drink items (to include the sale of alcohol) is prohibited unless applicant is submitted under Food Vendor guidelines, or special permission is granted by ECoC. The following items will not be allowed: explosive devices, guns, knives, flea market items (such as used clothing or household goods), sexually explicit or drug-related paraphernalia. No sharing or subleasing space will be permitted. **Initial Here:**
- **BOOTH SPACE:** Each booth space is 12'x12'. Vendors requiring more than 12'x12' space must purchase additional spaces. All items must fit within provided 12'x12' space. Vendors must provide their own tent, tables, chairs, etc. **Initial Here:**
- **ELECTRICITY:** Electrical hookups are limited but may be rented for additional fee. Vendors must provide a minimum 100' of undamaged electrical cords rated for exterior use. All extension cords must be taped down; vendor is responsible for supplying tape. Misuse of outlets or misrepresentation of electricity needs that cause an issue to the electrical grid are subject to removal from the festival. All outlets are serviced by the City of Enterprise and not ECoC. The ECoC cannot guarantee the function of these outlets. **Initial Here:**
- **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 (334) 348-2656. **Initial Here:**
- **SALES TAX:** Vendors must comply with the Alabama Department of Revenue tax collection guidelines. ECoC is not responsible for tax collection. **Initial Here:**
- **LIABILITY WAIVER:** Vendors agree to hold harmless the Enterprise Chamber of Commerce and the City of Enterprise, their employees, volunteers, sponsors, 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. ECoC reserves the right to revise any rule for the betterment of the event and/or customers. **Initial Here:**

FOOD VENDORS

- **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. Initial Here: _____
- **FOOD AND BEVERAGE COMPLIANCE:** Menu/Vendors will be limited. Selection is at the discretion of the ECoC. Full menu with price list must be submitted with application. Initial Here: _____
- **BOOTH SPACE:** Food vendor spaces are 10' x 20'. Contents of setup, to include food truck/trailer, must fit within this space. If additional space is needed, it must be purchased prior to the event. Photos of setup can be emailed to MemberServices@EnterpriseAlabama.com.
- **BOOTH RESTRICTIONS:** The sale of alcoholic beverages is prohibited. The ECoC has the right to refuse any vendor due to duplication in products, misrepresentation of menu, or failure to comply with rules and regulations. Initial Here: _____
- **ELECTRICITY:** May be purchased for an additional fee. Generators are permitted, provided that they meet Fire Department inspection requirements and do not cause a disruption to the festival. 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 three (3) crock-pots per outlet, and are responsible for their own power strip. All outlets are serviced by the City of Enterprise, not the ECoC. The ECoC cannot guarantee the function of the outlets. Initial Here: _____
- **ADDITIONAL REQUIREMENTS:** 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.

ARTS & CRAFTS VENDORS

- **INVENTORY LIST:** 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. ECoC has the right to remove vendors with commercial wares from the festival. Final definition of commercial vendors is at the discretion of the ECoC. Initial Here: _____
- **AUTHENTICITY:** At least five (5) high quality digital photos of hand-crafted items to be sold, and booth setup must be submitted with application. Photos may be emailed to MemberServices@EnterpriseAlabama.com. Initial Here: _____
- **BOOTH SPACE:** Vendors are provided a 12'x12' space. Vendors bear the responsibility for all setup needs for their booth. Stakes may not be placed in the street. Please make plans to secure your booth space. (Weights and anchors are suggested). All contents of vendor space must fit within this space. Additional space may be purchased prior to the festival. Initial Here: _____
- **ELECTRICITY:** Limited outlets available for purchase. One 110 volt 15 amp outlet per booth can be purchased for \$25. 50' – 100' of undamaged outdoor grade electrical cords are suggested, and are the responsibility of the vendor. Initial Here: _____
- **BOOTH RESTRICTIONS:** Vendors may not share booth space(s) unless they have submitted a joint application and have been accepted as such. Initial Here: _____

COMMERCIAL VENDORS

- **DEFINITION:** 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. As well as any business or organization that provides a service who wishes to distribute giveaways or demonstrations at booth. Initial Here: _____

(COMMERCIAL VENDORS CONTINUED)

- **BOOTH SPACE:** Vendors are provided a 12'x12' space. Vendors bear the responsibility for all setup needs for their booth. Stakes may not be placed in the street. Please make plans to secure your booth space. (Weights and anchors are suggested). All contents of vendor space must fit within this space. Additional space may be purchased prior to the festival. Initial Here: _____
- **BOOTH RESTRICTIONS:** Vendors may not share booth space(s) unless they have submitted a joint application and have been accepted as such. Initial Here: _____

COMMUNITY ORGANIZATION VENDORS

- **DEFINITIONS:**
 - Non-Profit – any organization who operates in a not for profit situation and has a 501c3.
 - 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. Please note that the Community/Non-Profit rate does not apply to political campaigns, candidates or political organizations. Initial Here: _____
- **RESTRICTIONS:** Community/Non-Profit Groups are not allowed to sell food items or beverages as a Community/Non-Profit participant. 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. Initial Here: _____
- **BOOTH SPACE:** Vendors are provided a 12'x12' space. Vendors bear the responsibility for all setup needs for their booth. Stakes may not be placed in the street. Please make plans to secure your booth space. (Weights and anchors are suggested). All contents of vendor space must fit within this space. Additional space may be purchased prior to the festival. Initial Here: _____
- **GUIDELINES:** Community/Non-Profit Groups will follow the same rules and regulations as all other vendors, respectively.

I understand that my application will be reviewed for approval. I have read all the rules and regulations pertaining to the Boll Weevil Fall Festival. I have completed the application and submission guidelines and enclosed all applicable fees. For additional questions contact the ECoC at (334) 347-0581 or email info@enterprisealabama.com.

Name of Business: _____ Contact Name (please print): _____

Applicant Signature: _____ Date Signed: _____



Return to:
Enterprise Chamber of Commerce
Attn: Boll Weevil Fall Festival
PO Box 310577
Enterprise, AL 36331



FOR OFFICE USE ONLY:		
Date Received:	Type of Vendor:	# of Spaces:
Electricity Required:	Amount Enclosed:	Paid by: Cash Check Credit Card
Date Approved:	Notified By:	Space #