



BOLL WEEVIL FALL FESTIVAL VENDOR RULES & GUIDELINES

EVENT TIME AND LOCATION: The Boll Weevil Fall Festival, hosted by the Enterprise Chamber of Commerce (ECoC), will be held on Saturday, October 19, 2024, during the hours of 11 a.m. to 4 p.m., surrounding the Boll Weevil Monument, Downtown Enterprise, AL. Festival grounds will cover N. and S. Main Streets, as well as E. and W. College Streets.

VENDOR FEES (*per allotted space*):

- **FOOD & BEVERAGE VENDORS - \$250.00; vendor space 10' x 20'**
- **NONPROFIT/CHURCH/COMMUNITY ORGANIZATION VENDORS - \$100.00; vendor space 12' x 12'**
- **MARKETPLACE VENDORS - \$150.00; vendor space 12' x 12'**
 - Marketplace vendors include all vendors that fall under the following categories: Arts & Crafts Merchandise, Crafted Food/Cottage Law, Commercial Business and Entertainment/Interactive Activities.

***Vendors requiring more than the allotted space may purchase additional space at time of application.** (*Maximum of 4 spaces per vendor*).

****All current members of the Enterprise Chamber of Commerce, in good standing, will receive a discount of 10% on the total amount due.** (*Example: 1 Food & Beverage Vendor Space: Vendor Fee \$250 – 10% = Total Due \$225.00*).

REFUNDS/CANCELLATIONS/EARLY DEPARTURES: THERE ARE NO REFUNDS FOR APPROVED VENDORS AFTER SEPTEMBER 20, 2024. A paid application is a commitment to show. Approved vendors that cancel, are a no-show, or leave early will forfeit application fee(s) and may be denied participation in future ECoC events. Vendors must ensure their booths remain operational and fully staffed until 4 p.m. Please note, the ECoC cannot control weather, natural disasters, health and safety concerns, or mandates from local/state/federal authorities. Therefore, refunds will not be issued for cancellations resulting from these unforeseen circumstances.

VENDOR REGISTRATION: Completed applications must be submitted by September 20, 2024 (*no applications will be accepted after this date*). All vendors must submit a completed application packet, copy of your Business License or Special Event/ Vendor Business License from the City of Enterprise, photos of products sold, photos/description of setup, description of cooking equipment, etc. (as requested on application), and payment to the Enterprise Chamber of Commerce (ECoC) office at 553 Glover Ave, Enterprise, AL or mail to: PO Box 310577, Enterprise, AL 36331 or email to: office@enterprisealabama.com by **September 20, 2024**. Incomplete applications will be returned to vendor.

Only one company or organization per space, per accepted vendor application will be allowed. Vendors may not share booth space(s) unless they have submitted a joint application and have been accepted as such, nor may they sublet or apportion space to anyone else. Vendor fees and spaces are non-transferrable.

NOTIFICATION: All vendors will be contacted via email by the ECoC with notice of approval or denial before September 20, 2024. If additional information is needed, approval may be delayed. Applications will be approved or denied based upon event needs, space availability, or the variety of vendor types. All decisions are at the discretion of the Enterprise Chamber of Commerce and ECoC reserves the right to deny or cancel any application. Exclusivity is not guaranteed. Denied applications will be returned with vendor fee upon receipt.

VENDOR SPACE: Approved Vendors are provided approximately 12' x 12' of space on festival grounds only (excluding food vendors, which are provided approximately 10' x 20' of space). **ALL vendors must provide their own display booths, racks, tables, chairs, etc. and should be prepared for the possibility of inclement weather conditions such as wind or rain.** Tent weights are strongly encouraged. All items must be confined within the provided space. All vendors requiring more than the allotted space must purchase additional space before September 20, 2024.

ELECTRICITY: ELECTRICITY WILL NOT BE PROVIDED. All vendors that require power must supply their own source, which must be approved by local safety officials. Public use of the electrical outlets maintained by the City of Enterprise, are governed by the municipality, and strictly prohibited. Misuse or tampering of city governed outlets are subject to removal from the event and may be refused from participation in future events.

GENERATORS: Generators are only permitted in select areas in a limited number of spaces and must be approved by local safety officials. Vendors that wish to use a generator must add this information to their setup details and should include specific details with their submitted application. Generators must be quiet/whisper generators. ***Generators that cause disruption to the event will be shut down.***

SALES TAX: Vendors must comply with the Alabama Department of Revenue tax collection guidelines. Sales Tax forms will be provided to vendors prior to the event. If you have questions about the Sales Tax Form, please contact the number on the form provided. The ECoC is not responsible for collecting sales tax.

BUSINESS LICENSES: All vendor applications are subject to review by the City of Enterprise Revenue and Business License office. Vendors that do not currently hold a business license in the City of Enterprise may be required to apply for a Special Event/Vendor Business License. Special Event/Vendor Business License Application and information is available online at https://www.enterpriseal.gov/services/revenue_and_business_licenses/index.php. Approximate cost for the Special Event/Vendor Business License is \$37.50 for a 1-day temporary license. All business license applications, corresponding documents, and fees for licensing are made payable to the City of Enterprise Revenue Department to: PO Box 311000, Enterprise, AL 36331. For more information call (334) 348-2606.

VENDOR SETUP/BREAKDOWN: Setup time is 9-10:30 a.m., on October 19, unless otherwise notified by the ECoC. All vendors must be completely set up and prepared to conduct business by festival start time at 11 a.m. Vendor locations/booth numbers will be provided via email at least one day prior to the event (*subject to change if necessary*). Assignments will be made at the discretion of the ECoC based on event needs, safety, and quality.

ALL VENDORS must unload vendor space items and equipment expeditiously, park vehicle/s off festival grounds, and return to vendor space complete setup to avoid unnecessary traffic congestion. The Information/Hospitality tent will be near the Boll Weevil Monument.

Breakdown will be from 4 p.m. - 5 p.m. Absolutely no unauthorized vehicles will be allowed to enter the festival area between 11 a.m. – 4 p.m.

VENDOR PARKING: ALL vehicles that are not an approved part of the vendor exhibit MUST be removed from the barricaded area immediately, but not later than 10 a.m. THERE IS ABSOLUTELY NO PARKING on streets closed for the festival. Unauthorized vehicles are subject to towing, fines and fees, enforceable by the City of Enterprise per Ordinance 07-06-21-B.

LIABILITY: Vendors bear the responsibility for all set-up and security needs for their exhibits. Neither the Enterprise Chamber of Commerce, its representatives, nor the City of Enterprise, Alabama will be responsible for loss or damage of any kind. All Vendors must be present, and booths must remain staffed, for the duration of the event. The ECoC is not responsible for vendor sales or the lack thereof.

Vendors agree to hold harmless the Enterprise Chamber of Commerce 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. ECoC reserves the right to revise any rule for the betterment of the event and/or customers.

CLASSIFICATION OF VENDORS

FOOD & BEVERAGE VENDORS – Food & Beverage vendors are defined as any mobile food vendor that sells prepared food & beverage for public consumption, on or off premises. Food & Beverage vendor spaces will be limited. All food vendor applications along with full menu and price list, photos and descriptions of both cooking equipment and setup, self-contained food truck or other set-up, etc. will be sent to local food, health, and safety authorities for approval. Pending approval from local authorities, final selection is at the discretion of the ECoC. Food vendors that do not have a current business license with the City of Enterprise may be required to obtain a Special Event/Temporary license and will be notified once concessions operations are approved by the Coffee County Health Department. Special Event/Temporary licenses cannot be issued without approval from authorities.

All food & beverage vendors will be inspected on site prior to the event by local officials for equipment, health, and safety requirements. If you have questions about approved operations, it is best to contact the Enterprise Fire Department at 334-348-2641 as early as possible.

All food vendors should be prepared to obtain a Temporary Food Establishment permit from the Coffee County Health Department and will be notified if needed. All food vendors are required to abide by all health and safety laws and ordinances. For additional information regarding guidelines for operating concessions in Alabama contact the Coffee County Health Department at (334) 347-9574 or visit their website.

NONPROFIT/CHURCH/COMMUNITY ORGANIZATION VENDORS –Any organizations that operates as a not-for-profit agency as defined as any organization that qualifies for tax-exempt status by the IRS because its mission and purpose are to further a social cause and provide a public benefit. Non-profit organizations include, but are not limited to churches, public schools, public charities, public clinics and hospitals, volunteer services organizations, professional associations, museums, etc. **Nonprofit vendors are required to provide a child friendly craft/activity at their booth.**

Any organization applying as a community organization or non-profit vendor should be able to provide legal documentation as proof of non-profit status. **Community organization vendors will be limited.** These vendors **are required** to provide an interactive component that encourages community engagement and adds to the overall quality of the festival.

MARKETPLACE VENDORS – All vendors that do not qualify as a food and beverage provider nor are a not-for-profit/church/community organization, will be classified as marketplace vendors. Marketplace vendors may sell their own creations and artwork, mass-produced items or host an informational or entertainment booth.

MARKETPLACE VENDORS SUBCATEGORIES

- **ARTS & CRAFTS MERCHANDISE VENDORS** – Artists and Craftsmen ensure the accuracy of the description of their merchandise to be sold as work created by their own hands.
- **CRAFTED FOOD/COTTAGE LAW VENDORS** – Individuals are permitted to prepare specific nonhazardous foods in their homes under the Cottage Law. Cottage Food is defined as a non-potentially hazardous food made in a person's home that does not need time or temperature control for safety. Products containing meat, poultry, or fish are not included under this law. For more information about Cottage Law, please contact Alabama Health Department.
- **COMMERCIAL VENDORS BUSINESS** – Any for-profit business or organization that provides a service who wishes to distribute giveaways, demonstrations, or information at vendor booths.
- **ENTERTAINMENT/INTERACTIVE ACTIVITIES VENDORS** – Captures your audience's attention with interactive games, live demonstrations, or arts and crafts.

The Enterprise Chamber of Commerce has the right to re-assign vendor category and will notify applicant if such decision is made prior to approval of application.

VENDOR RESTRICTIONS

- The sale or distribution of food or drink items is prohibited unless application is submitted and approved under Food & Beverage Vendor guidelines. This does not apply to pre-packaged and commercially manufactured items; farmers market produces or items that meet Alabama Cottage Food Law requirements.
- The sale of alcohol is strictly prohibited.
- Vendors are not allowed to give away items being sold by other vendors such as water, soft drinks, or edible items.
- Any vendor booth or activity deemed to be inappropriate for the Boll Weevil Fall Festival by event officials may not be accepted or may be asked to leave.
- The ECoC has the right to refuse any application due to duplication of products, misrepresentation of menu, services, or products, or failure to comply with rules and regulations.
- The following items will not be allowed: explosive devices, guns, flea market items (such as used clothing or household goods), vulgar or sexually explicit items, drug-related paraphernalia, or any other items deemed to be inappropriate.
- Amplified music, generators, product demonstrations, etc. must be confined to vendor space allotted, and should not interfere with neighboring vendors.
- Tampering with City of Enterprise owned electrical outlets is strictly prohibited.
- Additional restrictions may apply.

ACKNOWLEDGEMENT:

All vendors are required to comply with the Rules and Guidelines set forth regarding the Boll Weevil Fall Festival. Failure to comply may result in forfeiture of vendor space(s) and fee(s). Vendor participation upon acceptance and approval of application and payment indicates your agreement to follow and abide by the terms and conditions expressed by the ECoC. Any vendor found to be in violation will be removed from the event and may be refused for future events.

QUESTIONS: If you have additional questions, please contact the Enterprise Chamber of Commerce at (334) 347-0581 or email to office@enterprisealabama.com.

*Thank you for your participation!
We look forward to another great year!*



www.EnterpriseAlabama.com