



BOLL WEEVIL FALL FESTIVAL VENDOR RULES & GUIDELINES

GENERAL INFORMATION

EVENT DETAILS: The Boll Weevil Fall Festival, hosted by the Enterprise Chamber of Commerce, will be held on Saturday, October 15, 2022, during the hours of 11:00 am to 4:00 pm, at the Boll Weevil Monument, Downtown Enterprise.

RAIN DATE: In the event of inclement weather, the event will be pushed back to October 29, 2022.

VENDOR REGISTRATION: All vendors must submit completed application packet 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 30, 2022**.

APPROVAL: All vendors will be contacted by the ECoC with notice of approval or denial within three (3) business days upon receipt of completed application packet. If additional information is needed approval may be delayed. Applications will be approved or denied based upon on event needs, space availability, and/or the number of duplicate products. Final decisions are at the discretion of the Enterprise Chamber of Commerce. Exclusivity is not guaranteed.

SETUP/BREAKDOWN/PARKING PROCEDURES: Setup will begin at 8:30 am on October 15, unless otherwise notified by the ECoC. Vendor locations/booth numbers will be provided via email at least one day prior to the event (subject to change if necessary). ALL Vehicles that are not part of the vendor exhibit MUST be removed from the barricaded area by 10:00 am. Violations will result in vendor vehicles being towed. All vendor spaces must be staffed for the duration of the event. Breakdown will be from 4:00 pm to 5:00 pm.

VENDOR SPACE: Approved Vendors are provided approximately 12' x 12' of space on festival grounds only (with exception of food vendors). 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. If your setup exceeds this space, you will need to purchase an additional space prior to September 30, 2022.

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.

ELECTRICAL: A limited number of outlets are available for an additional fee and subject to approval. Limit of one (1) outlet per vendor, regardless of the number of spaces purchased. Vendors are responsible for supplying all items necessary for electrical hookup to include: electrical cords (minimum of 50', undamaged, and approved for outdoor use), and duct tape (all cords must be taped down by vendor).

All vendors requesting electricity must provide exact information of items requiring electricity and estimated voltage needed. Misuse of outlets or misrepresentation of electricity needs that disrupt electrical grid are subject to removal from event. All outlets are serviced and governed by the City of Enterprise. The ECoC cannot guarantee the function of these outlets.

GENERATORS: Generators are only permitted in select areas in a limited number of spaces and must meet City of Enterprise Fire Department inspection requirements. Generators that cause disruption to the event will be removed. You must notify the ECoC on your application if you plan to bring a generator. Generators are subject to approval.

SALES TAX & BUSINESS LICENSES: Sales Tax Forms will be provided for you prior to the event. If you have questions, please contact the number on the form. Vendors are responsible for collection and payment of sales tax for Coffee County (1%), State of Alabama (4%) and City of Enterprise (4%).

Vendors are responsible for obtaining Special Event/Vendor Business License (if not currently licensed by the City of Enterprise, or otherwise specified by the City). Please submit the Special Event/Vendor Business License Application, corresponding documents, and payment to the City of Enterprise Revenue Department to: PO Box 311000, Enterprise, AL 36331. For more information call (334) 348-2606.

REFUNDS: An accepted application is a commitment to the show and no refund will be made for cancellation (no exceptions). Approved vendors that cancel, are a no-show, leave early, will forfeit application fees and may be denied participation in future ECoC events. The ECoC cannot be held responsible for cancellation of the event due to weather conditions, natural disasters, potentially hazardous health and safety issues, or mandates by local/state/federal authorities. No refunds will be issued.

ADDITIONAL VENDOR RULES & GUIDELINES

ARTS & CRAFTS VENDORS

All Arts & Crafts Vendors must provide a complete list of all products, goods, services, activities, etc. on application. All items sold under the approval of an Arts & Crafts Vendor Application must be the original, handcrafted work of the artist or craftsman (artists' prints are acceptable) named on the application. Artists/Craftsman guarantees the accuracy of the description of merchandise to be sold as work created by their own hands. Absolutely no buy/resell: Commercially manufactured items, items made exclusively from commercial molds and mass-produced items are prohibited, including manufactured kit objects, retail or imported items.

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. Any Arts & Crafts Vendor selling commercial wares may be removed from event and no refunds will be issued.

COMMERCIAL SALES OR INFORMATION VENDORS

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, direct sales business, etc. As well as any business or organization that provides a service who wishes to distribute giveaways or demonstrations at booth.

COMMUNITY ORGANIZATIONS & NON-PROFIT VENDORS

Non-profit organizations are 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. Any organization applying as a community organization or non-profit vendor should be able to provide legal documentation as proof of non-profit status.

FOOD & BEVERAGE VENDORS

In addition to the Boll Weevil Fall Festival Rules and Guidelines imposed by the ECoC, food and beverage vendors must agree to and comply with all Guidelines and Requirements imposed by the Alabama Department of Public Health, Coffee County Health Department, Enterprise Fire Department, and local ordinances.

All food vendor applications along with full menu, photos and description of cooking equipment, self-contained food truck or other set-up, etc. will be sent to the Coffee County Health Department and the City of Enterprise Fire Department for approval. Food vendors should be prepared to obtain a Temporary Food Establishment permit from the Coffee County Health Department if necessary. See General Information on Operating Concessions in Alabama document for additional information. Final decision is at the discretion of the ECoC.

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.
- The sale of alcohol is strictly prohibited.
- 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, or drug-related paraphernalia.
- No amplified music will be allowed.
- Tampering with City of Enterprise owned electrical outlets is strictly prohibited.
- 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.
- Additional restrictions may apply.

LIABILITY WAIVER: 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.

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