

Claybank Jamboree Arts & Crafts Festival

VENDOR INFORMATION

BOOTH TYPES:

Sales Booth—Selling of handcrafted or mass produced items. All items must be listed on your application. *See booth restrictions.*

No Sales Booth—Vendor IS NOT selling items. *See booth restrictions.*

Food Vendor—Vendor is selling food & beverages. *See booth restrictions.*

BOOTH SPACES: Each booth space is 12'x12'. Vendors requiring more than 12'x12' space may purchase additional spaces. All items must fit within the space you purchase. Vendors must provide their own tent, tables, chairs, etc. Stakes may not be placed in the street, use weights/anchors.

ELECTRICITY: Electrical hookups are limited and are on a first-come, first-served basis. Standard 120v hookups are available. If vendor purchases electrical hookup you must provide a 100' undamaged electrical cord rated for outdoor use. Vendor must tape down extension cord. Vendors that misuse outlets or misrepresent electrical needs that cause an issue with the electrical grid will be removed from the festival. Tampering with electrical outlets is strictly prohibited.

GENERATORS: Limited spaces available, call before you submit your application.

BUSINESS LICENSE: The City of Ozark does not require a business license for this one day event.

SALES TAX: Vendors must comply with the Alabama Department of Revenue tax collection guidelines. Tax forms will be provided in your booth assignment packet. If you have questions, please call the number on the form.

BOOTH RESTRICTIONS: Sale of food or drink items are not permitted in any booth other than a food vendor. The sale of alcoholic beverages is not permitted in any booth. The following items are not allowed: explosive devices, guns, garage sale/flea market items, sexually explicit or drug-related paraphernalia. No sharing or subleasing of booth spaces are permitted.

REFUNDS OR CANCELLATIONS: There are no refunds. This is an outdoor event and will take place rain or shine.

PHOTOGRAPHS: Provide (5) high quality photographs of the items being sold in your booth. You may email these photos to: claybankjamboreefestival@gmail.com Photos will be used for social media posts.

FOOD VENDORS: Menu/Vendors will be limited. Submit full menu with your application. All food vendor applications and full menu will be submitted to the Dale County Health Dept. Selection is at the discretion of the Claybank Jamboree Committee. These spots fill quickly so submit your application early!

*The sale of alcoholic beverages is prohibited.

DEADLINE: Applications must be complete, fee(s) and photos included, and received by the Chamber no later than August 10th.

SETUP: Setup may begin at 5am on Saturday, Oct. 7th. Registration booth will open at 6am. Check in at the Chamber registration booth located near the Bell that is on the Court House Lawn. We will be in the street in front of the bell. Booth setup must be complete by 8am. Please do not park your vehicle in vendor spaces. When you do it prevents another vendor from being able to setup. If you do park in a vendor space your vehicle will be towed at your expense. **All vehicles must be removed from the festival area by 7:00 a.m.**

BREAKDOWN: Booth breakdown may begin at festival end time of 3pm. Absolutely no vehicles may enter the festival area prior to 3 p.m. Do not move barricades. The City and Festival Staff/Volunteers will move barricades.

LIABILITY WAIVER: By submitted an application and payment Vendors agree to hold harmless the Ozark Area Chamber of Commerce, The City of Ozark, their employees, volunteers, and sponsors, etc., from any suits or claims based on property/possession loss or damage. Vendors agree to comply with the rules set forth by the Claybank Jamboree Committee.

If you have additional questions, call (334) 774-9321 or email claybankjamboreefestival@gmail.com.

Send your completed application and payment to:

Claybank Jamboree
294 S. Painter Avenue
Ozark, AL 36360

OFFICE USE ONLY DATE REC'D _____ 2023 BOOTH # _____

Rec'd _____ Pmt Amt. \$ _____ Pmt. Type: _____ # Of Booths: _____

ELECTRICITY: Yes / No # of Hook-ups _____ FOOD: Yes / No Grill: _____ Propane: _____

TRAILER: Yes / No GENERATOR: _____ Previous Year Booth # _____

NOTES: _____

VENDOR INFORMATION—PLEASE PRINT CLEARLY

Last years' booth #: _____ (Reference only. Booth assignments are not based on these)

Vendor Name: _____ Email: _____

Daytime Phone: _____ Alternate Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

SALES BOOTH \$ 75.00 x # spaces needed # of booths _____ \$ _____

After Aug. 10 \$ 85.00 x # spaces needed # of booths _____ \$ _____

NO SALES BOOTH \$ 65.00 x # spaces needed # of Booths _____ \$ _____

After Aug. 10 \$ 75.00 x # of spaces needed # of Booths _____ \$ _____

FOOD VENDOR \$ 100.00 x # spaces needed # of booths _____ \$ _____

After Aug. 10 \$ 120.00 x # of spaces needed # of Booths _____ \$ _____

ELECTRICAL HOOKUP (120V hook up) # of hookups (limit 2) _____ \$25.00 ea. \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

GRILL: Yes No **PROPANE:** Yes No **GENERATOR:** Yes No **These spaces are limited, call first**

TENT: Yes No **TRAILER:** Yes No Trailer dimensions including tongue: _____

I have included the fee for Electricity. Equipment using the electricity: _____

My booth will be used to sell / promote these items: (FOOD VENDORS ATTACH FULL MENU) _____

Bill my V/MC/Disc/AE Print Name on Card: _____

Card Number: _____ Exp. Date: _____

I hereby agree that the Ozark Area Chamber of Commerce, the City of Ozark, and their employees shall not be responsible for any loss or injury as a result of my participation in the Claybank Jamboree Arts & Crafts Festival. I further agree to hold the Ozark Area Chamber of Commerce and the City of Ozark harmless from any liability as a result of my actions while participating in the Festival. I have read and understand all vendor information and requirements.

Authorized Signature: _____ Date: _____

FOOD VENDORS

If you are using a trailer, the earlier you arrive the better. Once vendors on either side of you begin setting up you may not be able to get your vehicle through to your space.

Grease / Charcoal disposal is prohibited on site. Take these items with you to dispose of later.

Anyone disposing of these items on the street, sidewalk or in the drain system will be sent an bill for \$500.00 for clean up.

You must adhere to the Dale County Health Department guidelines.

Guidelines are:

- Must have overhead protection. A pop-up tent will suffice
- Must have a way to wash hands. This may be done by a 5 gallon bucket with a splash of chlorine bleach in it (100 parts per million)
- All food preparation personnel must use disposable gloves. Another person needs to take the money
- All food must be protected from insects, such as flies. Keep all food covered while holding
- All food must be prepared onsite, or in a permitted and inspected facility. No food will be sold that is prepared in a facility where a regulatory authority cannot inspect
- All potentially hazardous food will be discarded within four hours of preparation if not sold
- Hot holding temperature will be 135F or hotter
- Cold holding temperature will be 41F or colder
- Utensils cannot be used for more than 4 hours without washing, rinsing, and sanitizing. Bring several pairs
- If you have any questions concerning the Dale County Health Department Guidelines, please contact Ashley Andrews at 334-774-5146

By signing the Claybank Application and submitting your payment you agree to these guidelines.