

2010 BUCK CREEK FESTIVAL

9TH ANNUAL BUCK CREEK FESTIVAL
HELENA, ALABAMA

FRIDAY, MAY 7TH, SATURDAY, MAY 8TH, 2010

ARTS & CRAFTS VENDOR INFORMATION

The Helena Business & Professional Association (HBPA) cordially invites you and/or your organization to participate in the Buck Creek Festival (BCF) to be held Friday, May 7th and Saturday May 8th. We expect a great day of music, arts and crafts, food, and children's activities, and we want you to be a part of the festivities.

Please read the following guidelines carefully and complete the enclosed application. Applications are due by April 30, 2010. Space is limited. Applications are considered on a first come, first served basis.

VENDORS MUST OBSERVE THE FOLLOWING RULES:

1. Any tent or shelter must be free standing as it will be placed on a gravel drive or grass area. Vendors must furnish their own tents . **Vendor spaces may not be level, may be behind or among the trees.**
2. No used "For Sale" or "Yard Sale" items are accepted. If you sell items not listed on your application, you can be asked to take down or leave the show area. You must be specific on your detail to prevent conflicts with other vendors.
3. Food vendors will be exclusive in regards to product this year, outside of soft drink sales. Food vendor applications will be considered based on previous experience with the Buck Creek Festival, as well as type of product sold . Your exclusivity is based on your primary product sold, such as barbeque pork, barbeque chicken, ribs, deli sandwiches, etc. not on every single item. No free refills of drink products will be allowed.
4. Food vendors must obtain a temporary health permit from the Shelby County Health Department and **pay the associated fee.** Food vendors shall post all permits and licenses on the premises at all times. Neither BCF nor HBPA is responsible for food vendors unable to open at the start of the event due to failure to complete departmental inspections for permit or failure to secure the necessary licensing or certificates. No refunds of fees will be made if proper permitting is not received prior to event. Please contact the Shelby County Health Department at 205-664-2470 for an application for the health department permit. Your application to our event will not be approved without their paperwork. **DO NOT APPLY FOR THE PERMIT UNTIL YOU HAVE BEEN ACCEPTED BY THE EVENT.**
5. No arts and crafts vendors will be allowed to sell/give-a-way water or drink products.
6. Vendors may set up Friday between the hours of 8:00 a.m. and 5:00 p.m. Before and after this time, the park will be closed to incoming and outgoing traffic for security reasons. This time frame is subject to change due to planned events on Friday. Only one vehicle per vendor will be allowed in the park for setup and take down of booth. Coordinate your workers accordingly.

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7. Vendors setting up for Friday night will be responsible for the security of the contents of their booth. Minimal security will be in the park after activities cease for the evening. Neither the Buck Creek Festival committee, the HBPA nor the city of Helena will not be responsible for any booth on Friday evening left unattended.
8. Vendors may set up Saturday morning starting at 5:00 a.m., set-up must be completed and all vehicles out of the park no later than 9:00 a.m. Once your booth is set up, your vehicle must exit the park. Only one vehicle per vendor will be allowed in the park for setup and take down of booth. Coordinate your workers accordingly. **NO VEHICLES ARE ALLOWED IN THE PARK DURING FESTIVAL HOURS! NO EXCEPTIONS, UNLESS PRIOR PERMISSION IS SPECIFICALLY GIVEN!**
9. Each exhibitor is responsible for his/her own display. Spaces are approximately 12' x 12' and may not be level. Your location is determined by sign up date; prime spots are on first come first serve.
10. Reservation deadline is April 30, 2010. Money must be received by this time. No refunds if your application is accepted, for any reason. Any reservations received after this date will be based on availability of booth space.
11. Booth assignments will be available Friday, May 7th and the day of the event at the site. Do not call prior to this date to obtain assignment.
12. Booths may be dismantled ONLY between the hours of 4:30 p.m. - 6:30 p.m. on Saturday, or after the close of the event at 10:00 pm. on Friday and Saturday. Booth should be completely dismantled before your vehicle is allowed back into the park for loading purposes. Only one vehicle per vendor will be allowed in the park for setup and take down of booth. Coordinate your workers accordingly.
13. No outside alcohol is allowed to be brought on to City Property – it's the law. Adult beverages will be sold in the park.
14. Food vendor will supply all equipment needed for their operation. (ABC #10 fire extinguisher, hose, power cords, tents, tables, chairs, signage, etc). Vendor is responsible for all equipment. Food vendor must list what power and water requirements they need. Food vendor must specify total space requirements and equipment used, i.e. trailer, tent, etc.
15. Electricity should be available for all vendors this year. On your application you need to specify exactly what you will need power for , the amps required, etc. We would like all vendors to stay until 10:00 p.m. on both nights to maximize your sales potential. Any vendor requiring electricity must supply all extension cords. Only two outlets are allowed per vendor.
16. There will be limited space availability for informational vendors.

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17. BCF reserves the right to reject any product or vendor due to saturation, price, or poor quality.
18. Vendors assume all risks of property damage, property loss, damaged goods and all risks of physical injury.
19. Vendor shall be solely responsible for safe and clean disposal and all damages caused by vendor or vendor's employees to all buildings, grounds, persons or person's property and shall indemnify and hold BCF, HBPA and the City of Helena harmless from such damages, claims, injury or defense costs.
20. If accepted, this document is a legal binding agreement between the vendor and the Buck Creek Festival Committee (BCF) and the Helena Business and Professional Association (HBPA). BCF may accept or decline any application with disclosure of reason. All fees paid toward declined applications will be returned within a reasonable period. If accepted by BCF, this document outlines all responsibilities of BCF, HBPA and vendor. All guidelines must be followed. Noncompliance will result in breach of contract by vendor thus forfeiting all fees paid.
21. No pets (dogs, etc) will be allowed in the park during festival hours. Pet adoption vendors are excluded from this item and will be allowed to be a vendor.

Applications must be mailed to:

Buck Creek Festival, Post Office Box 23, Helena, AL 35080

**Or hand-delivered to Ron Holly at The Welcome Center Caboose
on Hwy 261 in Old Town Helena**

**For more information, please contact: Ron at (205) 410-4496/664-4159
or e-mail bcfestival@bellsouth.net.**

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ARTS & CRAFTS / FOOD VENDOR APPLICATION

Application must be received by April 30, 2010. Any applications mailed or received after April 1st must include the extra fee. After April 30th, please call Ron before mailing your entry.

Name: _____ d.b.a. _____
Phone: Home _____ Work _____ Cell _____
Mailing Address: _____
City: _____ State _____ ZIP _____
E-mail address: _____

Arts & Craft Vendors - List and briefly describe the products to be sold in your booth.

Food Vendors - All food items must be listed for Health Department approval. (The Shelby County Health Department requires you to obtain proper permitting prior to setup). **DO NOT APPLY FOR THE PERMIT UNTIL YOU HAVE BEEN ACCEPTED BY THE EVENT.**

No Pets Are Allowed In the Park During Festival Hours

Any deviations from items listed may cause vendor to be denied setup on day of event.

Electricity needed? _____ Yes _____ No
Electricity Requirements (Amps, Outlets, Etc) _____
Water needed? _____ Yes _____ No - Food Vendor total space requirements _____

Arts / Crafts / Informational Displays, etc. 12' x 12' @ \$60 _____ After 4/1/10 @ \$70.00

Food Vendors (Limited basis) @ \$160.00 _____ After 4/1/10 @ \$180.00

Electricity (Limited Basis) \$25.00 _____ After 4/1/10 @ \$35.00

Total Amount Enclosed: _____

Checks must be payable to: Buck Creek Festival

Mail or Deliver to: Post Office Box 23 Helena, AL 35080

Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in Buck Creek Festival, agree to indemnify, hold harmless and defend the Helena Business & Professional Association, its officials, representatives, agents, servants and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for the Buck Creek Festival, participating in Buck Creek Festival or departing from the Buck Creek Festival. I have read and fully understood the above Hold Harmless and Indemnification Agreement. I agree to comply with all guidelines set forth and understand that failure to comply will result in breach of agreement and forfeiture of all vendor rights and all fees paid.

Signature of Vendor _____ Date _____

Signature of Parent or Legal Guardian _____ Date _____

(If applicant is under 19 years of age)

Office Use: Date Recd: _____ Amount Recd: \$ _____ Approved by _____