

2012 BUCK CREEK FESTIVAL

11TH ANNUAL BUCK CREEK FESTIVAL
HELENA, ALABAMA

FRIDAY, MAY 11TH, SATURDAY, MAY 12TH, 2012

VENDOR INFORMATION

The Helena Business Association (HBA) and The Buck Creek Festival (BCF) cordially invite you and/or your organization to participate in the Buck Creek Festival (BCF) to be held Friday, May 11th and Saturday May 12th. 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, 2012. Space is limited. Applications are considered on a first come, first serve 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 and 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 may 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 vendor applications will be considered based on previous experience with the Buck Creek Festival, as well as type of product to be sold . Entry decisions will be based on your primary product sold, such as barbeque pork, barbeque chicken, ribs, deli sandwiches, etc. not on every single item. The Buck Creek Festival committee reserves the right to grant exclusivity on certain food products. 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 any required fee.** Food vendors shall post all permits and licenses on the premises at all times. Neither BCF nor HBA 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. **Do Not Apply For the Health Department Permit Until You Have Been Accepted By The Buck Creek Festival Committee.**

All food vendors must be set-up and ready for health department inspection no later than 1:30 p.m. on Friday, May 11th. Anyone not setup by that time, will not be allowed to participate in the festival, and will not receive a refund.

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5. Any food vendor bringing a self contained mobile food unit must specify the width and length to include the hitch on your application. These trailers need to setup early and will be notified of the time to be in the park.
6. No arts and crafts vendors will be allowed to sell or give-a-way water or drink products.
7. Arts and Crafts and Information 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. Only one vehicle per vendor will be temporarily allowed in the park for setup and take down of booth. Coordinate your workers accordingly. 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. **NO VEHICLES ARE ALLOWED IN THE PARK DURING FESTIVAL HOURS! NO EXCEPTIONS, UNLESS PRIOR WRITTEN PERMISSION IS SPECIFICALLY GIVEN!**
8. Vendors setting up Friday night are responsible for 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 HBA, nor the City of Helena will be responsible for any booth on Friday evening that is left unattended.
9. Each exhibitor is responsible for their own booth. Spaces are approximately 12' x 12' and may not be level. Your location is determined by sign up date; prime spots are on a first come first serve basis. You may request your spot, based on availability.
10. Reservation deadline is April 30, 2012. Total payment 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 11th and the day of the event at the site. Do not call prior to this date to obtain assignment.
12. Saturday vendors are expected to remain open until 10:00 p.m. No vehicles will be allowed in the park before 10:00 p.m. If special circumstances require you to leave early, please include a request in your application.
13. It is against the law to bring alcohol on city property. Adult beverages will be sold in the park.
14. Food vendors will supply all equipment needed for their operation. (ABC #10 fire extinguisher, hose, power cords, tents, tables, chairs, signage, etc). Vendors are responsible for all equipment. Food vendors must list what power and water requirements they need. Food vendors must

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specify total space requirements and equipment used, i.e. trailer, tent, etc. Food vendors **MUST** have an appropriate fire extinguisher in booth.

15. Electricity is available for all vendors. On your application you need to specify exactly what you will need power for, the amps required, etc. All vendors are required to stay until 10:00 p.m. on both nights to maximize your sales potential. Vendors requiring electricity must supply all extension cords. Only two outlets are allowed per vendor.
16. There will be limited space available for information vendors.
17. Vendors assume all risks of property damage, property loss, damaged goods and all risks of physical injury.
18. Vendors shall be solely responsible for safe and clean disposal of waste and trash and for all damages caused by vendor or vendor's employees to all buildings, grounds, persons or person's property and shall indemnify and hold BCF, HBA and the City of Helena harmless from such damages, claims, injury or defense costs.
19. **No pets will be allowed in the park during festival hours.** Pet adoption vendors are excluded from this item.
20. Sales Tax: All vendors will be furnished forms to pay the appropriate State, County, and City sales tax. Your information will be furnished to each taxing authority.
21. The Buck Creek Festival reserves the right to refuse or remove any organization, vendor, or product from the festival for any reason.
22. This document is a legal binding agreement between the vendor and the Buck Creek Festival Committee (BCF) and the Helena Business Association (HBA). 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, HBA and vendor. All guidelines must be followed. Noncompliance will result in breach of contract by vendor thus forfeiting all fees paid.

Applications must be mailed to:

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

Personally 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 or (205) 664-4159 or e-mail to bcfestival@bellsouth.net

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Arts and Crafts Vendor Application

Applications must be received by April 30, 2012. Any applications mailed or received after April 1st must include the extra fee. After April 30th, please call Ron before mailing your entry. **Vendor rules have been modified. Please be sure to read the complete document. No Pets Are Allowed In the Park During Festival Hours.** If you need additional space make as many copies of this page as needed.

Name: _____ Business Name _____
Phone: Home _____ Work _____ Cell _____
Mailing Address: _____
City: _____ State _____ ZIP _____
E-mail address: _____

Arts & Craft Vendors - Briefly describe the products to be sold in your booth.
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

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

Informational Display 12' x 12' @ \$70* _____ After 4/1/12 @ \$80.00

Electricity (Limited Basis) \$25.00/110V \$50.00/30 amp \$75.00/50 amp _____ After
4/1/11 add \$10.00 to the electrical item above. Electrical usage is not included in the amount and
will need to be added.

Total Amount Enclosed: _____ Checks must be payable to: Buck Creek Festival

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, The Buck Creek Festival, 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)

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

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

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Food Vendor Application

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Name: _____ Business Name _____
Phone: Home _____ Work _____ Cell _____
Mailing Address: _____
City: _____ State _____ ZIP _____
E-mail address: _____
List and describe all foods you will be selling

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 Committee.** Food vendor space is 20 x 20. If additional space is required, there will be an additional charge

Electricity needed? _____ Yes _____ No Food Trailer Dimensions: _____

Electricity Requirements (Amps, Outlets, Etc) _____

Water needed? _____ Yes _____ No Food Vendor total space requirements _____

Food Vendors (Limited Basis) @ \$200.00* _____ After 4/1/12 @ \$225.00

Electricity (Limited Basis) \$25.00/110V \$50.00/30 amp \$75.00/50 amp _____ After

4/1/12 add \$10.00 to the electrical item above. Electrical usage is not included in the amount and will need to be added. Please include a picture of your plug adapter with your application.

Total Amount Enclosed: _____ Checks must be payable to: Buck Creek Festival

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Signature of Vendor _____ Date _____

Signature of Parent or Legal Guardian _____ Date _____

(If applicant is under 19 years of age)

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

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

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