



10th Annual FALL FEST on Buck Creek Trail

2018 Fall Fest Vendor Terms and Information

Saturday, October 27th
9:30 AM until 3:00 PM

Registration Dates:

- **Parks & Rec Office:** Starts on **9/4/18** and ends on **9/28/18**; weekdays only from 8:00 AM – 5:00 PM.
- **ON-LINE** at www.alabasterparks.org: Starts at 8:00 AM on **9/4/18** and ends at 11:00 PM on **9/28/18**.

Vendor Fee:

- **FREE** – includes 15x15 booth. Please see “Revenue Information” below for **additional fees**.

IMPORTANT:

- **No Duplicates:** We will accept no more than one vendor per company or organization; e.g. Avon, Scentsy Candles, 31 Products, etc.
- **Approval:** ALL applications are subject to approval by the City of Alabaster.
- **Email Confirmation:** Once your application is approved, you should receive an email the week of Oct. 8 with “Fall Fest Approval” as the subject.
- **Requirement:** You must provide your own table, chairs, and/or canopy.
- **Products:** As this is promoted as an Arts & Crafts event, please have products for sale.
- **Candy:** Distribution of candy is highly encouraged as there will be children in attendance who are Trick-or-Treating.
- **Vendor Parking:** Alabaster Senior Center and Alabaster City Hall located off 11th Avenue S.W.
- **Arrival:** You will be directed to the vendor area upon arrival.
- **Set up:** You can begin setting up at 7:00 AM. Your vehicle must be out of the vendor area by 8:15 AM.

Contact Information:

- **Administrative Clerk:** Sharon Allen
- **Phone:** 205-664-6840
- **Email:** sallen@cityofalabaster.com
- **Website:** www.alabasterparks.org

The City of Alabaster reserves the right to refuse any Person/Organization participation in the 2018 Fall Fest.

REVENUE INFORMATION: **Contact: Alabaster Revenue Department: 205-664-6844**

BUSINESS LICENSE/ONE DAY PERMIT:

- **License Purchase:** **ALL VENDORS** must have an active Alabaster Business License or purchase a Special Event/One Day Permit through City Hall **no later than Oct. 12, 2018**.
NOTE: Certain qualifications are required to be eligible for a Permit.
- **Permit Cost:** \$25.
- **Exempt:** If you are exempt, you must **contact Revenue** so they can verify this information through the State Exemption Records.

TAX DEPOSIT:

- The City of Alabaster Revenue Department also collects a **Tax Deposit** for any “One Day Event” held within the City Limits for projected sales over \$1,000.00.