



## 15<sup>th</sup> Annual FALL FEST on Buck Creek Trail 2023 Vendor Terms and Information

**Saturday, October 28<sup>th</sup>**  
**10:00 AM until 3:00 PM**

### Dates for Registration

- **ON-LINE** at [www.alabasterparks.org](http://www.alabasterparks.org): Starts on 9/5/23 at 8:00 AM and ends on 9/23/23 at 11:00 PM.
- **In Person** at 200 Depot Street: Starts on 9/5/23 and ends on 9/22/23; weekdays only from 8:00 AM –5:00 PM.

### Vendor Fee

- **FREE** – includes 15x15 booth space. It does not include table, chairs, etc.
- **Additional Fees** – Please see “Revenue Information” on Page 2 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. If two or more Vendors register for the same company/organization, we will determine who gets to participate in Fall Fest by the date and time each one registered.
- **Approval:** ALL applications are subject to approval by the City of Alabaster. You should receive an email with “Fall Fest Approval” in the subject line. If you do not receive an email, please contact our office immediately as your application may not have reached us.
- **Booth Location:** Booth locations will be in dedicated areas (i.e., Arts/Crafts; Business/Information; Food; etc.). Your designated area will be filled back to front as you arrive.
- **Requirement:** You must provide your own table, chairs, and/or canopy. You can bring a quiet generator if you need one. No noisy generators allowed!
- **Products:** As this is promoted as an Arts and 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 by a staff member upon arrival.
- **Set up:**
  - You can begin setting up at **7:00 AM**.
  - REQUIREMENT: Upon arriving at your designated booth location, you are required to immediately unload and park your vehicle in the Vendor Parking area. Once your vehicle has been moved, you can begin setting up.
  - You must be unloaded with your vehicle out of the vendor area by **8:15 AM**.

### Alabaster Parks and Recreation Contact Information

- **Community Programs Manager:** Morgan Lawley
- **Phone:** 205-664-6840
- **Email:** [mnlawley@cityofalabaster.com](mailto:mnlawley@cityofalabaster.com)

*The City of Alabaster reserves the right to refuse any Person/Organization participation in the 2023 Fall Fest event.*

## REVENUE INFORMATION

### **BUSINESS LICENSE/ONE DAY LICENSE:**

- In early August, the Alabaster Revenue Department will email all approved Vendors the necessary paperwork to fulfill Revenue requirements.
- **Questions:** If you have any questions, please wait until you receive your email before calling Alabaster Revenue (205-664-6844).
- **License Purchase:** **ALL VENDORS** must have an active Alabaster Business License or purchase a Special Event/One Day License through City Hall **by the due date indicated in the Revenue Department email.**  
NOTE: Certain qualifications are required to be eligible for a Special Event/One Day License.
- **Special Event/One Day License Cost: \$27.00 (If paying with check or cash. Card transactions have an additional fee.)**
- **Exempt:** If you are exempt, you must **contact Revenue** so they can verify your information.