



December 3<sup>rd</sup>, 2011  
Fair in the Square  
P O Box 667  
Demopolis, AL 36732

Thank you for your interest to participate in the 'Fair in the Square' as part of Christmas on the River. We are pleased to provide you with the information you will need to participate in the 2011 event.

Please carefully read over the enclosed application form and return with your entry fee to the address listed on the application. **NOTE: We will enforce the new cut off date for registrations, which will be OCTOBER 31<sup>ST</sup>, 2011; any applications sent in/postmarked after October 31<sup>st</sup> will incur a late fee of \$25.00 and be put on a space availability list.**

You may state your first choice position and we will strive to accommodate the wishes for locations as we receive complete entries. Also, we ask that you strictly adhere to the electricity requirements as stated in the application.

**NO ELECTRIC HEATERS OR PETS WILL BE PERMITTED!**

If you make reservations for 2011 please be aware that your booth number may change due to the ongoing project of redesigning Public Square where our event is held. We will keep you in the same space unless your reserved location is amended by the city.

**ALL SPACES ARE SOLD ON A FIRST COME, FIRST SERVE BASIS AND MUST BE PAID FOR, NO BOOTHS WILL BE HELD WITHOUT PAYMENT. ALL APPLICATIONS MUST BE COMPLETED WITH THE REQUESTED DETAILS AND SIGNED; ANY APPLICATIONS NOT SIGNED OR FILLED OUT IN THEIR ENTIRETY WILL BE RETURNED TO THE VENDOR, THAT INCLUDES BOTH FOOD AND CRAFT VENDORS.**

If you have any questions or concerns, please call the Demopolis Area Chamber of Commerce at 334.289.0270. Thank you for your interest in Christmas on the River. We look forward to seeing you in December.

Booking Committee  
Demopolis Area Chamber of Commerce  
334.289.0270 - phone  
334.289.1382 - fax  
email – [christmasontheriver@yahoo.com](mailto:christmasontheriver@yahoo.com)  
website - [www.christmasontheriver.com](http://www.christmasontheriver.com)

Sponsored by the Demopolis Area Chamber of Commerce  
**First Saturday in December -- 7:30 a.m. to 3:30 p.m.**  
Public Square in Demopolis, Alabama

**VENDOR APPLICATION FORM – PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**

(Print this page, then fill out and mail application form with payment)

**Booth and Event Guidelines--Please read before filling out application**

1. Exhibit spaces are open to craftsmen, retail merchants and food vendors. Public Square is for handmade, handcrafted items only. **Please make sure your application lists the products you will be selling.** We ask that all new vendors submit 2 photos of the items for the review committee. The photos will be placed in your registration packet and returned to you upon your check in.

**PLEASE NOTE:** Vendors with retail/commercial merchandise will be set up in a retail/commercial merchandise area and not with the handcrafted items. All vendors will submit their application for review by the Fair in the Square committee on an individual basis, and may be admitted or refused upon the committee decision.

2. Spaces will be assigned on receipt of registration. Demopolis Area Chamber of Commerce reserves the right to refuse space or close down an exhibit which fails to meet the guidelines and to assign booth spaces at its discretion. Booth space preference will be considered but cannot be guaranteed.

3. All vendors will be required to purchase a temporary business license for the day of the fair which is included in the price of the booth. Please forward your booth fee and we will purchase the temporary business license from the City of Demopolis for you.

4. State law requires that a sales tax be collected on all sales. Forms will be provided to you on the day of the fair and an agent may collect the taxes from you on the day of the fair.

5. Booth spaces are 12' front by 12' sides, and in the open air. No tables, chairs or tents will be furnished. You will be responsible for setting up and furnishing all equipment. Craft booths may set up after 8:30 a.m. on Friday. Retail booth set up time is 5:15 pm on Friday or early Saturday morning. Food vendors may check-in anytime on Friday. Lineup will begin Friday Afternoon about 4:15 pm. Food vendors will be directed to their space in an orderly fashion at approximately 5:00 pm, no food vendor may set up before 5:00 pm.

The hours for Fair in the Square are from 7:30 am to 3:30 pm and you must remain open until 3:30 p.m. The Fair in the Square event takes place rain or shine, no refunds due to inclement weather.

6. Cost of craft spaces is \$85.00; after October 31<sup>st</sup> the cost is \$110.00. Limited electricity is available on a first come first served basis and must be used only for crafts. Electricity is 110 volts (only one standard plug-in); personal generators may be used. No electric heaters allowed and No Water is furnished.

7. Cost of food spaces is \$135.00; after October 31<sup>st</sup> the cost is \$160.00. Limited electricity is available and must be used for the food vendors use. Electricity is 110 volts (only one standard plug-in), but personal generators may be used. No electric heaters allowed and No Water is furnished. All food vendors must provide a complete list of the foods they will be serving with their application so we can submit this information to the County Health Department.

8. **NO PETS ALLOWED, NO EXCEPTIONS.**

9. Vendors need to provide their own electrical extension cords and material for securing any cords in place so they are not a hazard to the public attending the fair.

10. Parking: Parking allowed in designated areas only. Parking passes will be given to each vendor when they check in. These must be displayed in your vehicle at all times. A list of the designated parking areas will be included on the confirmation letter. **NO PARKING IN THE IMMEDIATE AREA OF THE SQUARE – THIS INCLUDES WALNUT STREET; CAPITOL STREET; WASHINGTON STREET; MAIN AVENUE AND STRAWBERRY AVENUE. NO PARKING WITHIN THE BARRICADED AREA. ALL UNAUTHORIZED VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**

**PARKING FOR VENDORS IS LOCATED ON STRAWBERRY STREET ACROSS FROM THE FIRST BAPTIST CHURCH, BEHIND ALABAMA POWER AFTER 4 PM, AND IN ANY AREA OUTSIDE OF THE BARRICADED AREA.**

11. Make checks payable to: Christmas on the River or Fair in the Square. No refunds will be made after October 1<sup>st</sup>. Application postmark deadline is October 31<sup>st</sup>, 2011, after that date there will be a \$25.00 late registration fee and applications will be accepted upon availability of spaces. There will be a \$35.00 charge for all returned checks.

12. Special accommodations will be made for those with special needs upon availability and if requests are made in advance in writing.

13. Unloading and Loading zones will be restricted to the corner of Washington Street and Main Avenue; and the parking area behind City Hall. No vehicles may remain in the parking area behind City Hall.

If you have any questions at all please call 334.289.0270 and we will be happy to assist you or answer your questions.

# Christmas on the River Arts and Crafts Fair

**VENDOR APPLICATION FORM** (Mail completed application form with payment)

**MAKE CHECKS PAYABLE TO: CHRISTMAS ON THE RIVER (COTR) OR FAIR IN THE SQUARE**

Name:
Address:
Phone: ( )
Fax: ( )
Email:
<b>*Confirmation of application will be sent if an email address is provided.</b>
Detail of what you will be selling: Please be as specific as possible
Bringing Generator? <input type="checkbox"/> Yes <input type="checkbox"/> No
Electricity Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Tent <input type="checkbox"/> Size
Trailer <input type="checkbox"/> trailer measurement, include tongue

Type of Booth
Food _____ \$135.00
Craft _____ \$85.00
Retail _____ \$85.00
<b>All booths are subject to a \$25.00 late fee after October 31<sup>st</sup>, 2011, NO EXCEPTIONS</b>

Number of booths needed: _____
Total Payment: _____
Cash _____
Check # _____
Requested Booth #

<b>Mail fee and registration to:</b>  <b>FAIR IN THE SQUARE P O BOX 667 DEMOPOLIS AL 36732</b>  <u>The Demopolis Chamber of Commerce does not supply generators.</u>	<b>For further information:</b>  Demopolis Chamber of Commerce 334.289.0270 - phone 334.289.1382 – fax  email: <a href="mailto:christmasontheriver@yahoo.com">christmasontheriver@yahoo.com</a> website: <a href="http://www.demopolischamber.com">www.demopolischamber.com</a>
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**RELEASE AND ACKNOWLEDGEMENT:** I hereby make application to exhibit at "FAIR IN THE SQUARE". I will abide by the rules set forth above. I hereby release and forever discharge the Demopolis Area Chamber of Commerce and the City of Demopolis from all liability.

Signature: \_\_\_\_\_

**(FORM WILL BE RETURNED IF NOT SIGNED)**