



38th Annual DOWN HOME DAYS FESTIVAL 2019 Booth Application

SATURDAY ONLY, April 27, 2019

Hours: 9:00 AM - 2:00 PM

Vendors may stay until 4:00 PM

PO Box 817, Madison, FL 32341 850.973.2788

CONTACT NAME _____ DATE _____
First MI Last

BUSINESS / ORGANIZATION NAME _____

ADDRESS _____
PO Box or Street Address City ZIP

EMAIL ADDRESS _____ WEBSITE _____

CELL PHONE _____ OFFICE PHONE _____ FAX _____

PREFERRED PAYMENT METHOD _____
Check by Mail or Credit/Debit Card (Online Invoice)
(If you prefer to pay by Credit or Debit Card, your invoice will be sent to the email address provided above.)

*Please **DO NOT** provide your
Credit or Debit Card information here.*

DESCRIPTION OF ITEMS TO BE SOLD _____

We reserve the right to limit the number of similar items to be at our Down Home Days Festival. This is necessary to assure all vendors have a fair opportunity to sell their products. Decisions will be made on a first come, first served basis. If you wish to add an item after we receive your form, please call our office for approval. (850) 973-2788

AVAILABLE BOOTH SIZES, ELECTRICITY, WATER & FEES

Please **CHECK** only the boxes that apply. **NOTE:** Be sure to measure the **tongue** of your food wagon or trailer and **INCLUDE** the measurement when checking the size booth space you need.

NON-PROFIT / INFORMATION ONLY

No food, Retail Sales or Fund Raising Allowed

12' X 12' \$30

12' X 24' \$60

Electric - One plug only \$10

RETAIL MERCHANDISE

(Includes Non-Profits & Fundraisers)

12' X 12' \$60

12' X 24' \$90

Electric - One plug only \$10

ACTIVITY EXHIBITS

(Includes Non-Profits & Fundraisers)

12' X 12' \$75

12' X 24' \$125

Other - HxWxL TBD

Electric - One plug only \$10

FOOD VENDORS

(Includes Non-Profits & Fundraisers)

12' X 12' \$90

12' X 24' \$150

Electric - One plug only \$10

DEADLINE TO SUBMIT

April 12, 2019

If space is available, late entries will be accepted.
HOWEVER, a late fee of \$25 will
 be charged in addition to the vendor fee.

FOOD VENDORS

Please indicate your set up:

Concession Trailer Tent(s)

Open Flame Grill / Fryer Propane

1. Fire Extinguishers are **REQUIRED** onsite for any flame!
You will not be allowed to set up without one.
2. You must provide 2 trash receptacles at your booth and dispose of trash in our roll-off receptacle provided.
3. If using a deep fryer, grill, etc., you **MUST use TAR PAPER** underneath in case of spills.
4. **QUIET GENERATORS ONLY** will be allowed. This will be monitored.

ELECTRICAL & WATER REQUIREMENTS

110 Volts Only 220 Not Available

Water Maximum 30 Amps Available

Chamber Members Discount 20% off BOOTH ONLY!

Applicant's Signature _____

Applicant's Printed Name _____

FESTIVAL RULES & REQUIREMENTS

ELECTRICAL - Our supply poles are limited. Assignments to these booths will be on a first come, first served basis. One ELECTRICAL OUTLET per space ONLY – **VENDORS MUST BRING EXTENSION CORDS – MINIMUM OF 200 ft. OUTDOOR.** Anyone using electricity from the City of Madison MUST bring their own working surge protector. **ONLY whisper (quiet) generators are allowed** – generators deemed too loud will not be permitted to run.

BOOTH ASSIGNMENTS – On Monday, April 16th booth assignments will be posted and vendor packages with maps will be available in the Chamber office. **BOOTHS ARE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS – SPACES ARE NOT GUARANTEED TO BE THE SAME LOCATION AS PREVIOUS YEARS. VENDORS MAY NOT SET UP ON FRIDAY NIGHT BEFORE THE EVENT UNLESS WRITTEN PERMISSION IS GIVEN BY FESTIVAL COORDINATOR. THERE WILL BE NO SECURITY DURING THE NIGHT. VENDORS MAY BEGIN SETTING UP AS EARLY AS 5:30 A.M. ON SATURDAY MORNING ON SIDE ROADS. VENDORS LOCATED ON HIGHWAY 90 MAY NOT BEGIN SETTING UP UNTIL THE HIGHWAY IS CLOSED, WHICH IS SCHEDULED FOR 6 A.M.** All vendors are asked not to start booth take-down until 2:00pm. **AT NO TIME** will vehicles be allowed in the booth area until the end of show Saturday afternoon, unless directed by the Show Manager. You must provide tables, display racks, chairs, canopies, tents, etc. Each exhibitor is responsible for keeping their booth area clean and for the removal of trash when leaving. All exhibit spaces are located in the proximity of downtown Madison, FL. Nearby parking is available. No refunds will be given for vendors who register in advance and are not able to attend or cancel for any reason. If you have any questions during this event, please contact the Madison County Chamber of Commerce & Tourism, 182 NW College Loop, Madison, FL 32340 (**NO MAIL AT THIS ADDRESS**) Phone: 850-973-2788 or email Chamber@madisonfl.org

SALES TAX REQUIREMENTS - The Florida Department of Revenue requires the Chamber of Commerce to receive a copy of your current Sales Tax Certificate. If the vendors do not supply the Chamber with a copy of their Sales Tax Certificate, the Chamber must deny their application. Please complete and submit your application WITH a copy of your Sales Tax Certificate and payment by April 7, 2019. If you do not have a Sales Tax Certificate, you may apply for an appropriate tax certificate from the Florida Department of Revenue by calling 386-758-0420. <http://dor.myflorida.com/dor/eservices/apps/register>.

PAYMENT AND APPLICATION - Please mail your payment, completed application and Sales Tax Certificate to Madison County Chamber of Commerce, ATTN: Festival Management, P.O. Box 817, Madison, FL 32341. Please make checks payable to: Madison County Chamber of Commerce. *OR* - we now have the ability to accept Credit or Debit Card payments through QuickBooks. After we receive your emailed application at Chamber@MadisonFL.org, we will email your invoice containing a link to enter your payment. Either way, you can complete your application on your computer and return it by email. **However, you will not be assigned a booth until payment has been received.**

REGULATIONS - Homemade Arts and Crafts are encouraged and will be given preferred status. Pre-manufactured items may be accepted on a limited basis. Vendor space is limited and applicants in excess of available space will be rejected and the entry fee will be returned. Alcohol is prohibited in the Festival area. Vendors may not have animals and/or pets at their site unless they are service animals or with written permission from the event coordinator. Deep fryers must be attended at all times, and **FIRE EXTINGUISHERS ARE REQUIRED IF YOU USE FLAME OR FIRE OF ANY KIND!** The Madison County Chamber of Commerce and Tourism is not responsible or liable in any way for lost, stolen, or damaged goods, or any personal injury. Vendors participating in this event agree to hold the Madison County Chamber of Commerce & Tourism, the City of Madison, all sponsors and volunteers harmless from any claim of harm or loss. The vendor agrees that sales tax must be collected on all sales and it is the responsibility of the vendor to collect and submit sales tax. All vendors agree that t-shirts designs must be approved by the Festival Committee, and that the Committee reserves the right to not allow sales of inappropriate artwork or signage. The vendor named in this application hereby agrees and consents to adhere to the terms and conditions of participating as described herein.