



Come Grow With Us!
182 NW College Loop, Unit A, Madison, FL 32341

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

FESTIVAL RULES & REQUIREMENTS

ELECTRICAL - 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 VEHICLES MUST BE OUT OF THE FESTIVAL AREA NO LATER THAN 8:00 AM. If you are running late, please call the number below.** All vendors are asked not to start booth take-down until 2:00pm. However, **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, Unit A, Madison, FL 32340 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 16, 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://floridarevenue.com/forms_library/current/dr1.pdf. **Be sure and check 'Seasonal'.**

PAYMENT AND APPLICATION - Please mail your payment, completed application and Sales Tax Certificate to Madison County Chamber of Commerce, ATTN: Festival Management, 182 NW College Loop, Unit A, Madison, FL 32340. 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 -

1. **Alcohol** is **prohibited** in the Festival area.
2. Vendors may not have animals and/or pets at their site unless they are service animals or with written permission from the event coordinator.
3. Deep fryers must be attended at all times, and **FIRE EXTINGUISHERS ARE REQUIRED IF YOU USE FLAME OR FIRE OF ANY KIND!** Tar paper must be used under deep fryers, grills, etc. in case of spills.
4. 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.
5. 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.
6. 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.
7. The vendor named in this application hereby agrees and consents to adhere to the terms and conditions of participating as described herein.