



## Annual National Shrimp Festival

### Rules & Guidelines for Vendors

The Annual National Shrimp Festival is produced by the Coastal Alabama Business Chamber (CABC). The CABC retains the exclusive and sole right to sell *official* Shrimp Festival art, souvenirs and merchandise. Vendors will **NOT** be allowed to sell **ANY** items, or market any product that include the words “Annual National Shrimp Festival” or any derivative thereof including but not limited to , “Shrimp Festival”, “National Shrimp Festival”, “Shrimp Fest”, the year (48th Annual) or the term “Official Merchandise” if merchandise may be construed to be tied to the event itself.

- Vendors must furnish their own tent & tent weights. Tent must be secured/weighted properly. Anchoring to any City property is strictly prohibited. Staking in to the ground is prohibited without prior consent. Damages caused by vendor to City/Private property are the responsibility of the vendor. If you need to rent a tent please contact the CABC so we can provide you with contact information for authorized tent vendors.
- Vendors must provide their own tables, chairs, LED lighting & extension cords. (No longer than 25 feet and no smaller than 12 gauge)
- Vendors are required to obtain a City of Gulf Shores & Baldwin County/State of AL Business License to participate in the festival.
- Vendors are responsible for collecting and paying sales taxes. Tax forms will be included in vendor packets and tax collectors will be on site on Sunday, for your convenience, to pay sales taxes. It is the vendor’s responsibility to pay taxes. Any vendor that does not pay will not be issued license for the next year and will **NOT** be eligible to participate.
- All displays should be designed and constructed in good taste. Displays must not cause concern for the safety of festival attendees.
- Vendors may **ONLY** use the space provided and purchased. You **MUST** keep all of your stock and equipment within your designated area.
- Parking is extremely limited. A parking pass will be provided for each vendor. Vendor must display tag and contact information. It must be displayed correctly in windshield of vehicle. Any vehicle not displaying a parking pass will be towed at owner’s expense. We strongly encourage the use of the BRATS shuttle system whenever possible.
- Vendors are responsible for securing tents and merchandise at the festival. Security is provided before and during the festival. The CABC assumes no responsibility or liability for damage or loss of property in cases of weather, theft or vandalism or any other cause. It is the responsibility of the vendor to insure and secure their own property.
- Vendors must bring enough inventory to make it through the festival. Festival hours are 10:00 am - 10:00 pm Thursday- Saturday and 10:00 am - 5:00 pm on Sunday. Arts & Crafts, Fine Arts, CAV and Retail Marketplace **MUST** stay open for the duration of the festival. All vendors are encouraged to stay open for the duration of the festival.
- Vendors must check in during the hours scheduled for that area. All areas of the festival have different check in times. With little exception, any vendor that does not check in during the time allocated may forfeit their booth without refund. **NO VENDORS may pack up and leave early unless approved by committee.** Leaving early will automatically disqualify you from the following year’s festival.
- **No booth space can be sub-leased. Any vendor found subleasing space will automatically be disqualified from the festival and asked to leave without refund.**
- If you send a sample of your product, the sample will not be returned.

- Electricity is provided to all vendors with restrictions. If you are using too much power you will be required to reduce your number of connections. No generators are allowed on festival site.
- Active solicitation outside of booth space is prohibited.
- Vendors may begin breaking down their booths after 5:00 pm on Sunday and **NOT BEFORE!**
- **LOAD OUT INSTRUCTIONS AND PROCEDURES WILL BE COMMUNICATED BY YOUR COMMITTEE CHAIR. DO NOT TRY TO LINE UP OR MOVE YOUR VEHICLE UNTIL INSTRUCTED TO DO SO.**
- **NO COOKING OR GRILLING ON ANY PART OF THE SITE IS PERMITTED UNLESS YOU ARE A FOOD VENDOR.**
- **NO SMOKING IN OR AROUND VENDOR TENTS. SMOKING IS ONLY PERMITTED IN DESIGNATED AREAS. PLEASE DO NOT DROP YOUR CIGARETTE BUTTS ON THE GROUND.**
- **NO PETS ARE ALLOWED ON THE FESTIVAL SITE.**
- **THE SALE OF WEAPONS, TOBACCO AND ALCOHOL IS PROHIBITED.**
- **VENDORS MAY NOT BE UNDER THE INFLUENCE OF ALCOHOL OR NON PRESCRIPTION DRUGS DURING THE FESTIVAL.**

### **Vendor Selection**

- Vendor selection is a juried process. ALL vendors are required to submit photos of booth setup, art/crafts/merchandise. Fine Arts & Arts and Crafts vendors must also submit a photo of artist in studio working. Submissions for Arts & Crafts, Fine Art and Retail Marketplace must be submitted on flash drive or CD. Food vendors may submit a photograph of booth and menu.

*By signing the vendor application for the 48th Annual National Shrimp Festival you are stating you have read, understand and will adhere to the rules and guidelines listed above. Any violations may result in the loss of space without refund and exclusion from the festival in future years.*

**READ THIS ENTIRE DOCUMENT & INITIAL EACH LINE!!!**

1. \_\_\_\_ (initial) The Annual National Shrimp Festival Committee will assign booth space. Booth spaces are awarded based on menu, food selection, pricing, and appearance. **SPACE IS NOT GUARANTEED** based on previous participation or location. Space assignments are only subject to change by the selection committee.
2. \_\_\_\_ (initial) Vendors are required to be open from 10:00 am until 10:00 pm Thursday-Saturday and 10:00 am until 5:00 pm Sunday. NO LATER!
3. \_\_\_\_ (initial) Vendors are required to display a menu with pricing, in plain view and large enough for patrons to see at all times during the festival.
4. \_\_\_\_ (initial) Electricity is provided to all food booths. A 220v circuit breaker will be provided upon request. Vendors are responsible for providing a 220v pigtail to connect to breaker. **YOU MUST SELECT 60 AMPS OR 60-100 AMPS ON YOUR APPLICATION. VENDORS MAY NOT EXCEED 100 AMPS.**
5. \_\_\_\_ (initial) No extension cords smaller than 12 gauge will be permitted. All tent and signage lighting must be LED.
6. \_\_\_\_ (initial) Food vendor setup is Monday and Tuesday before the festival. All food vendors must be in and set up by 5:00 pm on Tuesday. Any vendors not setup may be replaced without refund.
7. \_\_\_\_ (initial) A self contained food booth is required and is defined as an enclosed structure with three compartment sink, hand washing sink, hot and cold water, waste and fresh water hookup, screened serving window and dry/cold storage. **ALL FOOD VENDORS MUST MEET HEALTH DEPT REQUIREMENTS TO OPEN AND SERVE.**
8. \_\_\_\_ (initial) All water and sewer connections will be inspected prior to use. All Connections must be acceptable by City representative and ONLY grey water can be disposed of through sewer connection. Sinks should be connected so they drain or have electric pumps where necessary to ensure proper draining.
9. \_\_\_\_ (initial) Baldwin County Health Department will be teaching a mandatory temporary food vendor class on Wednesday before the festival opens. Time and locations will be communicated at check-in. **ALL VENDORS MUST HAVE A REPRESENTATIVE AT THIS MEETING.**
10. \_\_\_\_ (initial) All food vendors are required to have at least one ( ) class ABC fire extinguisher, and one (1) environmentally safe spill absorption substance/kit. If cooking with a fryer, you are also required to have a class K fire extinguisher. The Fire Marshal and Food Chairman will be checking certification and compliance.
11. \_\_\_\_ (initial) Use of electric fryers is highly discouraged and can be a cause for your application to be rejected based on electrical load plan. Vendors should use gas fryers. Fryers must be covered overhead with hard surface roofing, i.e. metal, fiberglass, etc. All equipment must be safe and compliant with manufacturers standards and complete (not missing covers and safety controls).
12. \_\_\_\_ (initial) No vendor propane tanks allowed on site! **NO EXCEPTIONS!** Propane and tanks are provided by an on site propane provider.
13. \_\_\_\_ (initial) Don't initial this line.
14. \_\_\_\_ (initial) Amplification devices, boom boxes and walking vendors are prohibited.
15. \_\_\_\_ (initial) Vendors are subject to inspection at any time by the local electrical inspector, Fire Marshal and Health Department.
16. \_\_\_\_ (initial) The Annual National Shrimp Festival does not accommodate nor have space in vendor parking for motorhomes/RV's for any vendors.
17. \_\_\_\_ (initial) Vendors may only sell products that are listed on your application and menu and approved by

the Food Committee.

18. \_\_\_\_\_(initial) **NO Lemonade** can be sold by any food vendor.
19. \_\_\_\_\_(initial) Coca Cola is a sponsor of the Annual National Shrimp Festival. If you wish to sell drinks, you **MUST** purchase them on-site from the Coca Cola vendor.
20. \_\_\_\_\_(initial) If you are actually reading this, write I Love Shrimp Fest on the top of your application.
21. \_\_\_\_\_(initial) All accepted food vendors are required to submit an insurance certificate with a minimum one million dollar liability coverage, naming the Coastal Alabama Business Chamber as additional insured. Policy must be current during festival dates.
22. \_\_\_\_\_(initial) All vendors with a cooking trailer using fryers/cooking with grease are required to have a TYPE 1 hood system and automatic fire suppression system. The fire suppression system and hood must meet current standards and have a current inspection certification. Enforced by the Gulf Shores Fire Marshal.
23. \_\_\_\_\_(initial) If you request a propane tank you must secure it outside your tent or trailer. Please make sure you buy enough space to accommodate all of your stock, propane tanks and grease barrel if you need one.
24. \_\_\_\_\_(initial) Grease barrels are provided for those that need them. It is your responsibility to ensure the safe disposal of grease. Spills and overflow clean up will be the responsibility of the vendor that made the mess.
25. \_\_\_\_\_(initial) When calculating your space, **YOU MUST ACCOUNT FOR OPENING AND CLOSING DOORS, AWNINGS, WATER BARRELS, SIGNS, GREASE BARREL, PROPANE TANKS, BACK STOCK TRAILER TONGUES ETC.** YOU WILL NOT GET MORE SPACE THAN YOU PAID FOR.
26. \_\_\_\_\_(initial) **NO SMOKING AT ANYTIME IN OR BEHIND BOOTHS! NO EXCEPTIONS!**
27. \_\_\_\_\_(initial) Vendors are **REQUIRED** to use and sell **DOMESTIC SHRIMP ONLY!** Local seafood is available and a list of vendors can be provided with notice by the Coastal Alabama Business Chamber.



# 48<sup>th</sup> Annual National Shrimp Festival

October 10-13, 2019

## Food Vendor Application

Contact Name: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name on Festival Booth Sign: \_\_\_\_\_ Primary Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Email Required! Vendors will only be notified by email – All communication will be via email. NO EXCEPTIONS!**

Email \_\_\_\_\_

Have you participated in the National Shrimp Festival before? If yes, what year(s)? \_\_\_\_\_

Are you a member of the Coastal Alabama Business Chamber? \_\_\_\_\_

Describe, in detail, the items to be sold and/or activities: \_\_\_\_\_

**Payment – \*If you are paying by check you must include separate checks for application fee and booth fee. \$30 fee on all returned checks.**

**APPLICATION FEE : \$35.00 Processes upon receipt of application. This is non-refundable!**

**Circle type of payment** Check or Money Order **or** Credit Card. Make Checks payable to Coastal Alabama Business Chamber.

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Application deadline is April 15, 2019. Booth fee payment will not be processed until acceptance is determined in June.**

**BOOTH FEE: Price is per Linear Foot (LF)**

**Linear Footage INCLUDES TRAILER TONGUE, DOORS, AWNINGS, PROPANE & GREASE BARRELS, BACK STOCK, ETC.**

**You will be charged for the spillover space you use! MAXIMUM 45FT!**

Chamber Member (in good standing): \$125 / 0-10 LF, \$120 / 11-20 LF, \$110 / 21-45 LF.

Non-Chamber Members: \$150 / 0-20 LF, \$135 / 21-45 LF,

**Member: price range x LF** \_\_\_\_\_ = \$ \_\_\_\_\_

**Non Chamber Member: price range x LF** \_\_\_\_\_ = \$ \_\_\_\_\_

**Utility Fee: 100 amp limit (Circle one) 60 amps- \$100 61-100 amps- \$175**

**Health Department Fee: \$50** \_\_\_\_\_

**TOTAL AMOUNT DUE: \$** \_\_\_\_\_

**Booth fee payment will not be processed until acceptance is determined in June. Booth fee cancellation /refund date is Friday, August 30, 2019 for a full booth refund.**

**No vendor is guaranteed booth location or # of booths requested, despite previous participation in the National Shrimp Festival.**

A signed application constitutes a contract to follow and be bound by all Annual National Shrimp Festival Rules & Regulations and is a commitment to participate personally if accepted. Violation of rules & regulations prior to, during, or at the festival will result in loss of vendor space without refund. Applicant verifies that photos submitted accurately depict booth set-up & products to be sold. Applicant will not be considered if this form is incomplete, unsigned, postmarked after deadline or received without correct fees. Your signature below certifies that you understand and accept all rules & regulations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only
Category _____
Date Received _____
App Fee _____
Booth Fee _____
Office Staff: _____



## **Food Vendor Checklist**

Please mail the following back to:

**Coastal Alabama Business Chamber  
Attn: National Shrimp Festival  
PO Drawer 3869  
Gulf Shores, AL 36547**

- Completed application
- Payment – Application & Booth Fee (2 separate payments)
- Signed Release of Indemnification
- Initialed Rules/Guidelines (Please make a copy to keep)**
- At least 1 printed photo of booth set-up from previous show/festival
- Copy of menu **with** pricing
- Diagram of food prep area
- Electricity need and load plan
- Insurance Certificate

**\*Your application will not be processed OR considered until all the above is submitted.**

## **Business Licenses**

If accepted into the festival, the City of Gulf Shores and Baldwin County will require you to purchase a Festival Business License in Sept/Oct. 2019. Do not send these payments to the Chamber. Business license application will be emailed at later date.

**City of Gulf Shores Business License: (251) 968-2426**

**<http://www.gulfshoresal.gov/291/Business-Licenses-and-Taxes>**

**Baldwin County Business License: (251) 937-0245**

**<http://baldwincountyal.gov/Government/probate/licenses/business-license>**

**Acceptance/ Non-acceptance EMAILS will be sent out in June 2019.**

**Application deadline is April 15, 2019**

**Last day to cancel with full booth refund is Friday, August 30, 2019.**

**NO EXCEPTIONS!!**



**Release and Indemnification Agreement**

Completion of application represents my commitment to participate in the Annual National Shrimp Festival to be held in Gulf Shores, Alabama. In the event that The Coastal Alabama Business Chamber is unable to hold the Annual National Shrimp Festival as scheduled by reason of war, insurrection, or acts of God or nature, then no refund shall be made and it is agreed that all contracts are null and void and there shall be no responsibility on the part of the Coastal Alabama Business Chamber and the Annual National Shrimp Festival for losses sustained by any person caused by such an event.

I have received and read the general guidelines and festival regulations and all of the rules and conditions contained therein which are hereby incorporated by reference. I agree to abide by them. For good value and consideration, including participant being permitted to participate in the Annual National Shrimp Festival ("EVENT") to be held October 10-13, 2019 at the Public Beach Area at the end of Highway 59 South, Gulf Shores, Alabama, the undersigned participant, for myself and my successors, heirs, employees, agents and affiliates (and in case of corporation, its officers, directors, and shareholders), (collectively the "PARTICIPANT") forever release and discharge the Annual National Shrimp Festival and The Coastal Alabama Business Chamber and each of its officers, directors, employees, agents and affiliates (herein collectively referred to as "ANNUAL NATIONAL SHRIMP FESTIVAL" ) from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, causes of action and judgment whatsoever, in law or in equity which any of the foregoing, any or all of the PARTICIPANT ever had, now or which they hereinafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever existing out of the EVENT.

The participant AGREES TO AND DOES HEREBY ASSUME ANY AND ALL RISKS OF PERSONAL INJURIES TO THE participant, including death, and damages to PARTICIPANT'S property, caused by or arising out of PARTICIPANT'S involvement in the EVENT. The participant HEREBY AGREES TO DEFEND, INDEMNIFY AND HOLD the Coastal Alabama Business Chamber and the Annual National Shrimp Festival harmless from and against any claim, demand, suit, loss causes of action, damages, liabilities obligations, costs, expenses, and judgments (including without limitation death and damages to property) caused by PARTICIPANT'S acts or omissions or failure to abide by the rules and conditions contained herein. The Coastal Alabama Business Chamber and the Annual National Shrimp Festival reserve the right to final interpretation of all rules.

**\*UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED\***

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date