



## **CITY OF TALLADEGA CHRISTMAS ON THE SQUARE**

### **2021 Rules and Guidelines**

The following rules and guidelines are designed to make it as easy as possible for local vendors to sell their products directly to the general public during Talladega's Christmas on the Square.

#### **Location**

Christmas on the Square will be held at Talladega's Square, which is located at approximately 115 Court Street N, Talladega, AL 35160.

#### **Dates and Times**

Christmas on the Square will kick off on Friday, December 10, 2021. However, vendors will only be present on Saturday, December 11th and Sunday, December 12th.

##### **Saturday, December 11th**

10 am - 6 pm

##### **Sunday, December 12th**

Noon - 6 pm

#### **Applications and Fees**

1. Vendors must submit descriptions and/or images for approval by event managers.
2. Vendors' fee structure is as follows:
  - Single space tent full weekend rental: \$50
  - Single space tent one day rental: \$35
  - \$10 fee for electricity (limited spaces - first come/first serve) \*no electric heaters allowed
3. Payment for space should be made payable to The City of Talladega. Mail Checks to the address below:

**City of Talladega  
Attn: Christmas on the Square  
P.O. Box 498  
Talladega, AL 35161**

#### **Permits and Licenses**

All vendors are required to pay State of Alabama and City of Talladega Sales Tax on goods sold at the event. All necessary licenses and fees are the responsibility of the vendor.

All vendors selling processed food items are required to abide by rules set forth by the Alabama Department of Public Health. Prior to selling at the event, vendors must take care of any necessary food labeling guidelines and/or health department permit requirements.

## **Space Assignments and Reservation Policies**

- Vendors will be licensed to sell at only one space as assigned by the event managers. The event managers designate the vending location for each vendor.
- One six foot table will be provided. Additional tables are the responsibility of the vendor. The vendor is also responsible for providing his/her trash receptacle and for removal of trash at the end of each market day.
- Displays must be confined to the assigned space. If a vehicle or display is obstructing pedestrian traffic, or judged to be a safety hazard, it must be moved.

## **Regulations**

1. Vendors must submit description and/or images for approval by event managers. Please do not send payment until we have contacted you.
2. Producers may sell their own farm and kitchen products including (but not limited to): fruits, cut flowers, plants, cheeses, ciders, jams, jellies, relishes, honey, home canned goods and baked goods. Many items are subject to Health Department regulations. It is the responsibility of the producer to abide by these regulations. Contact the Health Department for inspection and approval. No cooking is permitted by vendors within the event area without prior approval by the event managers. It is the responsibility of each producer to abide by all state and federal regulations which govern the production, harvest, preparations, preservation, labeling, or safety of products offered for sale at the market.
3. Saturday, December 11th, Vendors must be set up at the event by 9 am and ready to do business at 10 am. Sunday, December 12th, Vendors must be set up at the event by 11 am and ready to do business at noon. All vendors must stay open for business until close of the event both days at 6 pm.
4. Solicitation for political campaigns, products, services, or charitable contributions are not specifically addressed as an event commodity but must stay within assigned booth area AND must have prior approval from event managers.
5. Vendors must be 16 years of age or older. Younger children are welcome and encouraged to participate but must be accompanied by an adult responsible for the child's conduct and safety.
6. Fraudulent, dishonest, or deceptive merchandising, disruptive behavior, or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind at this event.
7. All profane, abusive, discourteous, and boisterous language and/or conduct at the event area is prohibited.
8. Vendors will always be solely responsible for the cleanliness within their vending area regardless of the origin of the debris in that location.
9. The event managers will have the full power to enforce all rules and regulations within the market area. Failure by any vendor to comply with any of these rules and regulations can result in the forfeiture of the right to do business of any kind in the market.