



## **BECOME A VENDOR!**

Event Date: May 13-14, 2022

Helena is one of Alabama's "Communities of Excellence" and is consistently recognized as one of Alabama's safest cities and one of Alabama's best places to live. Helena's Buck Creek Festival, a 501(c)(3) non-profit organization, is a family-friendly annual event which raises funds for local charities and has returned almost \$300,000 to the community over the life of the festival. We look forward to showing you why Helena's Buck Creek Festival has been named the #1 festival in Shelby County - won't you be a part of our continued success?

*Vendor Coordinator: **SCOT NEWMAN***  
*Cell: (313) 377-9078 - [helenasbuckcreekfestival@gmail.com](mailto:helenasbuckcreekfestival@gmail.com)*

*Mail completed packets to:  
Helena's Buck Creek Festival  
c/o Scot Newman  
452 Old Cahaba Way  
Helena, AL 35080*

# GUIDELINES

1. Any tent or shelter must be free standing as it will be placed on a gravel drive or grass area. Vendors must furnish their own tents. Vendor spaces may not be level and may be behind or among the trees.
2. No used “For Sale” or “Yard Sale” items are accepted. If you sell items not listed on your application, you may be asked to remove those items or leave the festival. You must be specific on your detail to prevent conflicts with other vendors.
3. Arts and Crafts and Information vendors may set up Friday between the hours of 8:00 a.m. and 5:00 p.m. Before and after this time, the park will be closed to incoming and outgoing traffic for security reasons. This time frame is subject to change. Only one vehicle per vendor will be temporarily allowed in the park for setup and take down of booths. Coordinate your workers accordingly. Vendors may set up Saturday morning starting at 5:00 a.m. Set-up must be completed and all vehicles out of the park no later than 9:00 a.m. Once your booth is set up, your vehicle must exit the park. **NO VEHICLES ARE ALLOWED IN THE PARK DURING FESTIVAL HOURS! NO EXCEPTIONS, UNLESS PRIOR WRITTEN PERMISSION IS SPECIFICALLY GIVEN!**
4. No arts and crafts vendors will be allowed to sell or give away water or drink products.
5. There will be limited space available for information vendors.
6. Food vendor applications will be considered based on previous experience with Helena’s Buck Creek Festival, as well as type of product to be sold. Entry decisions will be based on your primary product sold, such as barbecue pork, barbecue chicken, ribs, deli sandwiches, etc. not on every single item. Helena’s Buck Creek Festival Committee reserves the right to grant exclusivity on certain food products. No free refills of drink products will be allowed.
7. Food vendors must meet HBCF requirements regarding health code regulations. These requirements are the same as the Shelby County Health Department. HBCF is not responsible for food vendors unable to open at the start of the event due to failure to meet stated regulations. No refunds of fees will be made.
8. All food vendors must be set-up and ready for inspection no later than 1:30 p.m. on Friday, May 13th. Anyone not setup by that time, will not be allowed to participate in the festival, and will NOT receive a refund. Any food vendor bringing a self-contained mobile food unit must specify the width and length to include the hitch on your application. You must also specify which side of the truck you will serve out of and include a picture of your mobile unit
9. Food vendors will supply all equipment needed for their operation. (ABC #10 fire extinguishers, hose, power cords, tents, tables, chairs, signage, etc). Vendors are responsible for all equipment. Food vendors must list what power and water requirements they need. Food vendors must specify total space requirements and equipment used, i.e. trailer, tent, etc. Food vendors MUST have an appropriate fire extinguisher in the booth.
10. Vendors setting up Friday night are responsible for the contents of their booth. Minimal security will be in the park after activities cease for the evening. Neither the Helena’s Buck Creek Festival Committee, nor the City of Helena will be responsible for any booth on Friday evening that is left unattended.
11. Each exhibitor is responsible for their own booth. Spaces are approximately 12’ x 12’ and may not be level. Your location is determined by sign up date; prime spots are on a first come first serve basis. You may request your spot, based on availability.
12. Reservation deadline is April 17, 2022. Total payment must be received by this time. No

refunds if your application is accepted, for any reason. Any reservations received after this date will be based on availability of booth space.

13. Booth assignments will be available Friday, May 13th. Do not call prior to this date to obtain an assignment.
14. SATURDAY VENDORS ARE EXPECTED TO REMAIN OPEN UNTIL 10:00 P.M. NO VEHICLES WILL BE ALLOWED IN THE PARK BEFORE 10:00 P.M. EVERYTHING MUST BE PACKED UP AND TENT DOWN BEFORE YOU GET YOUR CAR.
15. It is against the law to bring alcohol onto city property. Adult beverages will be sold on-site.
16. Electricity is included for 110V usage in all retail and informational vendor spaces this year. On your application you need to specify exactly what you will need power for, the amps required, etc. All vendors are required to stay until 10:00 p.m. on both nights to maximize your sales potential. Vendors requiring electricity must supply all extension cords. Only two outlets are allowed per vendor. NO HARD WIRING OF ELECTRICAL PLUGS. VENDORS MUST USE OUTLETS SUPPLIED AT PARK WITHOUT MODIFICATIONS.
17. Vendors assume all risks of property damage, property loss, damaged goods and all risks of physical injury.
18. Vendors shall be solely responsible for safe and clean disposal of waste and trash and for all damages caused by vendor or vendor's employees to all buildings, grounds, persons or person's property and shall indemnify and hold HBCF and the City of Helena harmless from such damages, claims, injury or defense costs.
19. If your setup includes a truck and trailer, you WILL be assigned a set time to arrive and set up in the park. NO EXCEPTIONS.
20. No pets will be allowed in the park during festival hours. Make necessary arrangements for your furry friends.
21. Lodging: Hotel accommodations are available at the Holiday Inn Express in Pelham. Phone number is 205-987-8888. Address is 260 Cahaba Valley Parkway, Pelham, AL 35124.
22. Sales Tax: All vendors will be furnished forms to pay the appropriate State, County, and City sales tax. Your information will be furnished to each taxing authority.
23. Helena's Buck Creek Festival reserves the right to refuse or remove any organization, vendor, or product from the festival for any reason.
24. This document is a legal binding agreement between the vendor and Helena's Buck Creek Festival Committee (HBCF). HBCF may accept or decline any application with disclosure of reason. All fees paid toward declined applications will be returned within a reasonable period. If accepted by HBCF, this document outlines all responsibilities of HBCF and vendor. All guidelines must be followed. Noncompliance will result in breach of contract by vendor thus forfeiting all fees paid.

# ARTS & CRAFTS VENDOR APPLICATION

Applications must be received April 17, 2021. Any applications submitted after April 17, 2022 must include the extra fee. After April 17th, please call Scot before mailing your entry. Vendor rules have been modified. Please be sure to read the complete document. No pets are allowed in the park during festival hours. If you need additional space, make as many copies of this page as needed.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Arts & Craft Vendors - Briefly describe the products to be sold in your booth. Any deviations from items listed may cause vendors to be denied setup on the day of the event.

Electricity needed?    Yes    No                      Water needed?            Yes    No

Electricity Requirements (Amps, Outlets, Etc)

Arts/Crafts Booth 12' x 12' @ \$120.00\*    *\*After 04/17/2022 @ \$130.00*

Information Booth 12' x 12' @ \$130.00\*    *\*After 04/17/2022 @ \$140.00*

**\*Both Arts/Crafts Booths and Information Booths include 110V Electricity**

Total Amount Enclosed: \_\_\_\_\_ Checks must be payable to: Helena's Buck Creek Festival

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## Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in Helena's Buck Creek Festival, agree to indemnify, hold harmless and defend Helena's Buck Creek Festival, its officials, representatives, agents, servants and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for Helena's Buck Creek Festival, participating in Helena's Buck Creek Festival or departing from Helena's Buck Creek Festival. I have read and fully understood the above Hold Harmless and Indemnification Agreement. I agree to comply with all guidelines set forth and understand that failure to comply will result in breach of agreement and forfeiture of all vendor rights and all fees paid.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under 19 years of age)

Office Use:

Date Recd:

Amount Recd:

Approved by:

# FOOD VENDOR APPLICATION

Applications must be received by April 17, 2022. Any applications submitted after April 17, 2022 must include the extra fee. After April 17th, please call Scot before mailing your entry. Vendor rules have been modified. Please be sure to read the complete document. No pets are allowed in the park during festival hours. If you need additional space make as many copies of this page as needed.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Food Vendors - Briefly describe the foods you will sell in your booth. Any deviations from items listed may cause vendors to be denied setup on the day of the event.

All food items must be listed for Health Department approval. Food vendor space is 20 x 20. If additional space is required, there will be an additional charge.

Electricity needed? Yes No Food trailer dimensions: \_\_\_\_\_

Electricity Requirements (Amps, Outlets, Etc)

Water needed? Yes No Total space requirements: \_\_\_\_\_

Food Vendors (Limited Basis) @ \$325.00\*

*\*After 04/17/2022 @ \$350.00*

Electricity: \$40.00/110V

\$75.00/30 amp

\$100.00/50 amp

*\*After 4/17/2022 add \$10.00 to the electrical item above.*

Electrical usage is not included in the amount and will need to be added. **Please include a picture of your plug adapter with your application.** NO HARD WIRING OF ELECTRICAL PLUGS. VENDORS MUST USE OUTLETS SUPPLIED AT PARK.

Total Amount Enclosed: \_\_\_\_\_ Checks must be payable to: Helena's Buck Creek Festival

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Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under 19 years of age)

Office Use:

Date Recd:

Amount Recd:

Approved by: