



**MADISON COUNTY CHAMBER OF COMMERCE & TOURISM
36TH ANNUAL DOWN HOME DAYS FESTIVAL
2017 BOOTH APPLICATION**

Merchandise Vendors, Activity Exhibitors and Food Vendors AT FESTIVAL

SATURDAY - April 22, 2017 ~ Hours: 9:00 AM - 2:00 PM

Vendors may stay until 4:00 PM

PLEASE COMPLETE ALL ITEMS AND PRINT CLEARLY.

*DATE: _____

NAME OF BUSINESS OR ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

OFFICE PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____ WEBSITE: _____

DESCRIPTION OF ITEMS TO BE SOLD: _____

Please CHECK only the boxes that apply: (Booth Fees Subject to Change)

<p>2017 Down Home Days <input checked="" type="checkbox"/></p>	<p><u>SAT</u> <u>Only</u></p>
<p>NON PROFIT / INFO ONLY: (ANY TYPE OF FOOD OR RETAIL SALES OR FUND RAISING IS PROHIBITED)</p>	
<input type="checkbox"/> 12' x 12'	\$30
<input type="checkbox"/> 12' x 24'	\$60
<input type="checkbox"/> Electric – ADD per plug	\$10
<p>RETAIL MERCHANDISE : (including non-profits and fundraisers)</p>	
<input type="checkbox"/> 12' x 12'	\$60
<input type="checkbox"/> 12' x 24'	\$90
<input type="checkbox"/> Electric – ADD per plug	\$10
<p>ACTIVITY EXHIBITS: (including non-profits and fundraisers)</p>	
<input type="checkbox"/> 12' x 12'	\$75
<input type="checkbox"/> 12' x 24'	\$125
<input type="checkbox"/> Other HxWxL ~ TBD	
<input type="checkbox"/> Electric – ADD per plug	\$10
<p>FOOD VENDORS: ***** (including non-profits and fundraisers)</p>	
<input type="checkbox"/> 12' x 12'	\$90
<input type="checkbox"/> 12' x 24'	\$150
<input type="checkbox"/> Electric – ADD per plug	\$10

Add \$25 for oversized units requiring more than 12' deep.

Chamber Members Discount 20% off booth only.

**DEADLINE
TO SUBMIT:**
MARCH 17, 2017

IF SPACE IS AVAILABLE LATE ENTRIES WILL BE ACCEPTED, HOWEVER A LATE FEE OF \$25.00 WILL BE CHARGED IN ADDITION TO THE VENDOR FEE.

**Please Check
Electrical /
Water
Requirements
If applicable**

110 Volts

220 Not Avail

Total Amps

Water

Documentation to be turned in with registration:
Copy of Tax or Resale Certificate: _____

FOOD VENDORS:

Please indicate your set up:

Concession Trailer Tent/s

Please indicate if you utilize either of the following:

_____ Open Flame Grill _____ Propane

Fire Extinguisher REQUIRED onsite for any flame! You will NOT be allowed to set up without one.

You must provide two trash receptacles at your booth, and dispose of trash in our roll off receptacle provided across from the post office.

If using a deep fryer, grill, etc... you MUST use tar paper underneath in case of spills.

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’ OUTDOOR.** Anyone using electricity from the City of Madison MUST bring their own working surge protector. Whisper generators are allowed – generators deemed too loud will not be permitted to run.

BOOTH ASSIGNMENTS – On Monday April 17th 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, 316 SW Pinckney Street, Madison, FL 32340. Phone: 850-973-2788, Fax 850-973-8864, 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 March 17, 2017.** 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.

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.

APPLICANT’S SIGNATURE

***APPLICANT PRINTED NAME**