

Madison County Chamber of Commerce & Tourism

**31st ANNUAL DOWN HOME DAYS FESTIVAL
2012 BOOTH APPLICATION**

Merchandise Vendors, Activity Exhibitors and Food Vendors AT FESTIVAL

SATURDAY - April 21, 2012

Hours: 9:00 AM - 3:00 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:

2012 Down Home Days	<input checked="" type="checkbox"/>	SAT Only
NON PROFIT & INFO:		
12' x 12'	<input type="checkbox"/>	\$25
12' x 24'	<input type="checkbox"/>	\$50
Electric - ADD	<input type="checkbox"/>	\$5
RETAIL MERCHANDISE		
12' x 12'	<input type="checkbox"/>	\$50
12' x 24'	<input type="checkbox"/>	\$75
Electric - ADD	<input type="checkbox"/>	\$5
ACTIVITY EXHIBITS:		
12' x 12'	<input type="checkbox"/>	\$75
12' x 24'	<input type="checkbox"/>	\$100
Electric - ADD	<input type="checkbox"/>	\$5
FOOD VENDORS: ***** (including non-profit):		
12' x 12'	<input type="checkbox"/>	\$75
12' x 24'	<input type="checkbox"/>	\$100
Electric - ADD	<input type="checkbox"/>	\$5

Chamber Members Discount 20%

Booth Fees Subject to Change

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

110 Volts

220 Volts

Total Amps

Water

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

******* NOTE: FOOD VENDORS:
Please indicate if you utilize either of the
following:**

_____ Open Flame Grill

_____ Propane

**Fire Extinguisher Required onsite for
both!**

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 OFF 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 16 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 3:00pm. 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, 248 SW Range Avenue, 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 16, 2012. 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 give 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. 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.

APPLICANTS SIGNATURE

***APPLICANT PRINTED NAME**