



# Chelsea Christmas Village Arts & Crafts Show 2017

## Vendor Information

Greetings! December 16th will arrive before you know it! Here is information that will help us through the check-in and set up process. Please call me if you have any questions. Most importantly, please be prepared to have a wonderful time with us this year in Chelsea's Christmas Village!

Sally Kelley  
Event Contact  
205-678-6620

### 1. Check-In & Set Up

Booth space will be assigned and you will be directed to your booth the morning of the event. You will no longer have to jump a curb to get onto the field. Coming from the stoplight on Hwy 280, you will turn onto Hwy 47. At approximately 1/3 of a mile, Chesser Crane Road intersects Hwy 47 on your left. At this intersection, you will enter the field on your right via a new stone driveway. There will be a sign marking the entrance driveway for your convenience. You will check in at the top of driveway and be directed to your booth. Once you unload your vehicle, you must remove your vehicle and park outside the perimeter of the Christmas Village in the open field. Do not block walking paths through the Christmas Village with your vehicle.

Vendor check-in begins at 7:00 a.m. You should have your booth set up and your vehicle moved by 8:30 a.m. as parade goes begin to wander through the Village before the parade kicks off at 10:00 a.m. The hours for Chelsea Christmas Village are 9:00 a.m. until 2:00 p.m. It is up to the vendor to sell their items to customers who arrive at their booth prior to 9:00 am. Please remain open until 2:00 p.m. Vendors who choose to leave early may not be invited to participate next year.

We **DO NOT** provide tables, tents, or electrical cords. Please come prepared. There is no electricity in the event area. If you need electricity for your booth, you may bring a generator. Please let us know if you plan to bring a generator so we can place you in a booth space that is accommodating to both you and your fellow crafters.

Booth space is marked. Please be considerate of others and set up only within your assigned area.

We are expecting a big turnout -- be prepared with adequate supply of merchandise as well as change.

Food Vendors must have appropriate licenses from the Health Department. The license must be available in your booth. Please direct any questions to the Shelby County Health Department, 205-664-2470.

### 2. Restrictions / Policy

No alcoholic beverages, drugs or fire arms allowed in the event area.

No refunds will be issued **after December 1, 2017**.

### 3. Sales Tax

Vendors are responsible for collecting and paying, state, county, and city sales tax.

### 4. Parking

Vendors must park their vehicles outside the perimeter of the Christmas Village area in the open field.

### 5. Clean Up

Begin taking down your booth and packing up at the close of the event (2:00 p.m.)

Remove any garbage or debris on the ground in your booth area before leaving the event area.

### 6. Release/Indemnification Agreement

For and in consideration of being allowed to participate in the indicated Chelsea Christmas Village Arts & Crafts show, I, the undersigned applicant, do hereby agree to release, acquit, and forever discharge Chelsea Christmas Village Arts & Crafts show, its members, officers, agents, employees, servants, successors and assigns and all other persons, firms, corporations or other legal entities sponsoring, promoting, or otherwise associated with any Chelsea Christmas Village Arts & Crafts show, from any and all claims, lawsuits, demands, actions, causes of actions, whether sounding in tort, contract, or other theory of law, whether for compensatory or punitive damages, whether known or unknown, which have previously existed, now exist, or could hereafter exist, arising from, connected with or otherwise related in any way whatsoever to my participation in any Chelsea Christmas Village Arts & Crafts show. And further more I do hereby agree to indemnify and hold harmless Chelsea Christmas Village Arts & Crafts show for the payment of any claim, demand or judgment arising out of or related to my participation in any Chelsea Christmas Village Arts & Crafts show, including the payment of the costs, expenses and reasonable attorney's fees incurred by Chelsea Christmas Village Arts & Crafts show.

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_