

VENDOR BOOTH RENTAL APPLICATION

The undersigned Applicant ("**VENDOR**") submits this Vendor Booth Rental Application ("**APPLICATION**") for the consideration of reserving booth space at the Jackson County Veterans Fairgrounds located at 220 Cecil Street, Scottsboro, Alabama 35768. The Jackson County Fair Association, Inc. ("**JCFA**") is the Event Organizer.

2024 Spring Carnival May 13-17, 2025**Rental payment due by May 2, 2025****VENDOR CONTACT INFORMATION:** *(Please type or print clearly)*

Company / Individual's Name ("Vendor"): _____

Responsible Party (First & Last Name): _____

Mailing Address: _____

Cell #: () - _____

Business / Home #: () - _____

Email: _____

TYPE OF ORGANIZATION: *(Please mark type of organization you are representing)*☐

4H, FFA, School or other Educational Organization

Type: _____

☐

For-Profit Organization / Individual

☐

Non-Profit Organization

RENTAL RATES & INFORMATION: *(Circle rate for your requested rental)*

BOOTH RENTAL – Individual Exhibit Building	SIZE	RENTAL RATES <i>(circle one)</i>
VENDOR BOOTH RENTAL – Single space	6' wide x 12' deep <i>(approx.)</i>	\$35
VENDOR BOOTH RENTAL – Double space	12' wide x 12' deep <i>(approx.)</i>	\$50
<i>Double-space rate applies to a single Vendor as one additional adjoining booth space. Double-space rentals will not be provided to a separate Vendor nor sublet by the Applicant.</i>		
TOTAL RENTAL FEE DUE:		\$

MAKE CHECK or M.O. PAYABLE TO: JACKSON COUNTY FAIR ASSOCIATION, INC. (or JCFA)*There will be a \$50 Administrative Fee for returned checks. JCFA is not responsible for paying Vendor's bank fees.***RENTAL SPACE USAGE:** *(Please type or print clearly)*

Provide a brief description of the items to be displayed, sold, or activities you will be conducting in the rental space.

Mail Page 1 and 2 of Application and Rental Fee to: JCFA, PO Box 1337, Scottsboro, AL 35768-1337

VENDOR BOOTH RENTAL APPLICATION**EMERGENCY CONTACT:** *(Please type or print clearly)*_____
Printed NamePhone: () -
Cell Phone #_____
Relationship to Vendor**EVENT CANCELLATION / RESCHEDULING:**

In the rare occurrence the Event is cancelled or rescheduled, the Vendor will be provided two options:

- (1) Vendor will be provided with a refund; or
- (2) Vendor may request to use the rental fee toward same rental at the next JCFA Event

Vendor will be responsible for paying difference in rental rates, if any, at future Event if the rental rate is higher. If rental rate at next JCFA Event is lower, the Vendor will be refunded the difference of the two rates. JCFA's Board sets rental fees prior to each Event.

JCFA will compile a list of Rental Applications as they are received. Rental location will be provided at Set-Up. The attachment of any item to walls, floors or ceilings is to be done by method that is non-marking and non-permanent. Vendor is strongly urged to inspect their assigned rental space and document condition of walls, flooring, and/or separation panel (as applicable) and report issues to JCFA prior to taking occupancy. Damage to Rental Space (wall, floor, fence, etc.) is solely the Vendor's liability.

JCFA reserves the right to place Vendors where they will be the best fit and to attract the most attention and attract the most Guests to the building. Every effort is made to avoid placing similar for-sale products near each other but is not guaranteed.

JCFA does not furnish nor rent tables or chairs for rental spaces. Vendor's display/exhibit (tables, shelving, marketing materials, etc.) must fit completely inside the confines of the defined rental space. Vendor may not use adjacent rental spaces for access unless also renting that space.

Canopy frames are allowed in buildings to provide vendor with additional hanging and/or display space only if they fit within the confines of the rental space and installed without side panels or tops. "Frames only allowed"

**** Vendor is submitting Page 1 & 2 of the Application for consideration of rental space at the Event listed on Page 1 of this Application. This Application is a RESERVATION ONLY ****

Vendor's signature below constitutes knowingly, willingly, and voluntarily accepting the terms & conditions of the application in its entirety, including all assumptions of risk, release and waiver from liability, antidiscrimination clause, and hold harmless and indemnification obligations. If despite the Agreement and Forthcoming Contract, the Vendor, or anyone else, makes a claim for liability, the Vendor shall indemnify, defend and hold harmless each of the released parties from any and all such liability resulting from such claim. Vendor further agrees to be bound by all JCFA Terms & Conditions (rules, regulations, conditions and policies) that may be posted on the Fairgrounds.

Signature of Vendor's Authorized Agent_____
Printed Name of Vendor's Authorized Agent_____
Date

To be listed as a Vendor in JCFA Social Media posts prior to the Event, an executed Application and Rental Fee must be received no later than: May 2, 2025 (does not affect posts during event)

**** Submit Page 1 & 2 to JCFA with rental fees for reservation ****

This section for JCFA Secretary-Treasurer's Use Only:

Total Fee(s) Due: \$

Total Received: \$

Date Rec'd: / /

VENDOR BOOTH RENTAL APPLICATION**SET-UP and TAKE-DOWN:**

Vendors are required to make necessary arrangements to set-up and take-down their displays during times listed.

Vendors will not be allowed to drive on the Fairgrounds except during Set-Up and Take-Down times. Items left on the Fairgrounds after noon on Tuesday following close of the Event will be considered abandoned and disposed of.

SET-UP and TAKE-DOWN SCHEDULE:

EVENT: 2025 Spring Carnival (May 13th to May 17th)

SET-UP:	Friday	May 9 th	4:00p to 6:00p <i>(by appt only)*</i>
	Saturday	May 10 th	10:00a to 2:00p
	Tuesday	May 13 th	Noon to 2:00p
TAKE-DOWN:	Sunday	May 18 th	2:00p to 4:00p
	Tuesday	May 20 th	10:00a to Noon

*Schedule appointment by emailing jcfairassoc@gmail.com by May 2nd to schedule setup on Friday May 9th.

GENERAL RULES:

- Each Vendor will receive two (2) General Admission Gate Passes and two (2) Parking Passes *(as applicable if parking is charged for the event)* for the duration of the Event.
- JCFA reserves the right to reject any electrical and/or lighting display.
- Rental area will be swept prior to Event by JCFA.
- Vendors are strongly encouraged to inspect rental space and document the condition of walls, floor, fence, etc. report any damage to JCFA prior to Vendor's occupancy. Any attachment shall be made so by non-permanent and non-marking methods. Any damage to existing rental space (walls, floor, fence, etc.) is solely the Vendor's responsibility.
- Building will open concurrently with Admission Gates at 5:30p and be locked each night by approx. 10:00p.
- JCFA assumes no liability for loss or damage of inventory or materials used in rental spaces or items on display on the Fairgrounds, or personal items.
- Vendor's display must be removed from the Fairgrounds per the Take-Down Schedule above.
- Vendors are solely responsible for payment of all taxes due to applicable taxing authorities on revenue generated by their sales and/or donations.
- If prizes are given away by registration in the booth, the winner *and* JCFA must be notified within one (1) week of the drawing. Notify JCFA via email at info@jacksoncountyALfair.com of the winner's name and prize, plus provide any photos of prize being given or collected for posting on JCFA's social media sites.
- Vendors are permitted to solicit donations at their rental space in the form of a "donation" jar; however the "donation" jar must be manned at all times by the Vendor. JCFA is not responsible for its security.
- Cancellations requested prior to the opening day of the Event will be considered for a refund. Cancellations must be submitted in writing to info@jacksoncountyALfair.com stating reason for cancellation request.

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VENDOR BOOTH RENTAL APPLICATION

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12. Vendor agrees to hold harmless JCFA, its Officers and Directors, American Legion Post #30 and Auxiliary, VFW Post #6073 and Auxiliary, the Joint Building and Grounds Committee, and any assigns from any and all claims.
13. Vendor will immediately notify JCFA of any incidents or injuries that occur during Event by contacting the nearest JCFA Representative and assisting with the preparation of an 'Incident Report'. *(JCFA's Representatives will be wearing a blue reflective logo'd vest for easy identification.)*
14. JCFA reserves the right to remove any person, or persons, exhibiting or selling undesirable or illegal products, or any person not abiding by the rules of JCFA.

RESTRICTED and/or BANNED ITEMS:

15. Vendors are not permitted to solicit business and/or distribute advertising materials on the Fairgrounds **except** from their designated rental space.
16. Vendors are prohibited from having alcohol, firearms, and/or drugs on the Fairgrounds – NO EXCEPTIONS
17. No sales of water are allowed; however, Vendors are allowed to hand-out small water bottles as marketing materials at no charge to Guests. Items handed out must be branded marketing items and be printed with Vendor's information affixed to the item.
18. Vendor may not sell or give away drug paraphernalia, firecrackers, smoke bombs, stink bombs, laser items, items deemed dangerous, or any item deemed undesirable by JCFA.
19. All sound producing apparatuses in buildings shall keep volume to a minimum. JCFA has sole discretion as to what an acceptable volume is and what is acceptable for the content of the sound produced.
20. Aromatic displays are a potential allergy and/or irritation trigger for some Guests. Vendors displaying and/or selling aromatic items may be clustered together near ventilation for Guests' comfort. Overwhelming aromas should be kept to a minimum for everyone's comfort.

EDIBLE FOOD SALES:

21. Sale of edible goods is allowed with prior approval from JCFA; however **Vendors are not allowed to sell cotton candy, candy apples, sno-kones, popcorn, corn dogs, funnel cakes or pizza at any time due to Amusement Vendor Contract.**
22. Cooking inside buildings will not be allowed and Vendors selling cooked edible items should prepare food prior to arrival at the Fairgrounds.
23. Vendor is solely responsible for all local and state regulations regarding preparation and sale of edible goods and acknowledge they may be subject to inspection by the Health Department. Any such inspection findings are solely the liability of the Vendor. Vendors selling edible goods are encouraged to obtain Safe-Serve Certification and applicable licensing.

PHOTO RELEASE:

24. Vendor hereby consents to the use and reproduction by JCFA of any photos or audiovisual produced during the Event. Vendor is encouraged to tag JCFA on social media with: #JCFA, #jacksoncountyal, #ALJacksonCountyFairAssociation (Facebook), @JacksonCountyALFair (Instagram), and @JacksonCoALFair (X).

RULES AND REGULATIONS: Vendor hereby agrees to be bound by all JCFA Terms & Conditions, rules, regulations, conditions, and policies contained in this Application and/or posted on the Fairgrounds.