

WHO: Prattville Area Chamber of Commerce

WHAT: Prattville CityFest 2018

WHEN: Friday, May 11, 2018 - 7 p.m. to 11 p.m.; Saturday, May 12, 2018 - 9 a.m. to 5 p.m.

WHERE: Historic Downtown Prattville, Alabama

SELECTION: All food vendors must submit an application along with a check in order to be considered by the selection committee. **Due to space constraints, a limited number of food vendors are allowed.** The food vendors are chosen by the selection committee. The selection committee reserves the right to approve or deny certain food items to be served.

ELIGIBILITY: Photographs of your product must accompany each application along with a sample menu. The selection committee will make decisions based on food represented in the photographs. All photos will be returned if accompanied by a self-addressed and adequately stamped envelope. **The selection committee does not assume any liability for loss or damage and recommends original photographs not be submitted.** If chosen, you are responsible for keeping booth area clean and ensuring that the area is left the same as it was when you arrive.

DEADLINE: Entries must be received by April 13, 2018. No refunds will be granted for cancellation after April 13, 2018.

EXHIBITING INSTRUCTIONS: All means of display should be provided by the exhibitor. Tables and chairs will not be provided. **A COVER SHOULD BE BROUGHT IN CASE OF RAIN OR EXTREME HEAT.** Exhibit spaces will be approximately 15' x 15'. All materials/supplies/exhibits must be contained within the allotted 15' x 15' space. **Any display that exceeds 15' x 15' will require the purchase of two spaces.**

FEE SCHEDULE: Commercial : \$250.00 - After April 13th \$275.00. Civic Clubs: \$175.00 - After April 13th: \$200.00.

APPLICATION PROCEDURE: An entry fee and a signed registration form must accompany each application. Make checks payable to Prattville Chamber. Checks will be deposited upon receipt. **PLEASE DO NOT SEND CASH.**

REFUND POLICY: The space fee will be fully refunded to exhibitors who are not selected. Those applicants accepted by the selection committee will be sent space assignments, maps, and other pertinent information after April 16, 2018.

ENTERTAINMENT: Prattville CityFest has live, continuous stage entertainment. Continuous children's games and activities are conducted in a designated children's area.

A PRATTVILLE CITY ORDINANCE PROHIBITS ALCOHOLIC BEVERAGES AT THIS EVENT.

The Prattville CityFest Committee/Chamber of Commerce agrees not to sell/distribute your information to any 3rd party.

Please send bottom portion with check to:

Prattville Area Chamber of Commerce ♦ Attn: Prattville CityFest ♦ 131 North Court Street ♦ Prattville, AL 36067

Prattville CityFest 2018 Food Vendor Registration

NAME: (As it should appear on the program) _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: (Day) _____ - _____ - _____ (Night) _____ - _____ - _____
 EMAIL ADDRESS _____

PLEASE BE ACCURATE - Failure to do so may result in the loss of your booth space without refund.

I will serve the following food items in my booth space: *(please name ALL types of food items that you will serve or attach a menu)*

Describe size of open trailer: **(include tongue)** _____ Long/Frontage _____ Wide/Depth _____
 I request the same booth space as previous years (if available) _____ Yes _____ No
 Does your exhibit include a canopy? (check one) _____ Yes _____ No

Failure to comply to the specifications listed below can lead to the forfeiture of your booth space. NO EXCEPTIONS!

No electricity available. Vendor is responsible for supplying their own generator. Generators allowed MUST BE UNDER 80dB.

Any use of small cookers requires a grill mat. Class K extinguishers are required by every vendor.

Water is not available, please make appropriate accommodations.

I HAVE READ THE TERMS AND CONDITIONS SET FORTH IN THE APPLICATION AND AGREE TO ABIDE BY THEM AND SUCH OTHER RULES AND REGULATIONS AS ESTABLISHED BY PRATTVILLE CITYFEST. MY CHECK IS ENCLOSED. I UNDERSTAND THE ABOVE INFORMATION IS TRUE, AND I WILL BE REFUSED THE RIGHT TO SET UP IF MY REQUIREMENTS EXCEED THE AREA LIMITATIONS.

 Date Vendor Signature

For internal use only: Booth(s) Assigned: _____ Amount Paid: _____
--

TERMS & CONDITIONS (Keep for your Information)

Thanks for your interest in Prattville CityFest 2018. This event is our opportunity to celebrate our pride in Prattville.

We are extremely proud of the many gracious compliments that we received in the past. It is our goal to again make Prattville CityFest a favorite with our exhibitors, and an event truly worthy of our "Preferred Community."

We are constantly changing to better meet your needs, (many as a result of your suggestions), aimed at making Prattville CityFest even better. We want to make Prattville CityFest 2018 a success for all involved.

Several veteran exhibitors have said that Prattville CityFest was the most organized show that they had ever attended. We will make every effort to insure that Prattville CityFest is a pleasurable and profitable experience for you...this is our promise.

~ the Prattville CityFest Committee

1. The decision of the selection committee is final.
2. Prattville CityFest committee cannot assume responsibility for theft or damage.
3. In the event of cancellation of the event due to weather, refunds cannot be made.
4. Exhibits must be set up by 5 p.m. on Friday and not dismantled until 5 p.m. Saturday.
5. Vehicles must be removed from the exhibit area by 5 p.m. Friday and may not re-enter until 5 p.m. Saturday.
6. No more than two vendors may share an exhibit space.

For more information, please call the Prattville Area Chamber of Commerce 334-365-7392 or visit www.prattvillecityfest.com.

Prattville CityFest 2018

131 North Court Street ♦ Prattville, AL 36067
www.prattvillecityfest.com



Prattville CityFest
2 0 1 8



The City of Prattville is a mixture of old and new. Locals are proud of the heritage Prattville and Autauga County offer, and are working together to make things happen. Prattville is an adventure in good living, a warm blend of hospitality with a genteel lifestyle.

Prattville CityFest displays our pride, and we invite you to join us in celebration. Hundreds of volunteers are contributing their time, talents, and support to stage this festival.

On the banks of the Autauga creek, the day will be filled with live entertainment, children's activities, a health fair, exhibits, good food, and YOU!

