

Abbeville Chamber of Commerce • 2009 Christmas Parade Vendor Guidelines

1. **All** vendors must fill out a Registration Form, the Disclaimer at the bottom of the form and pay the \$25.00 booth fee.
2. Location is based on a first come first serve basis and will be based on payment of the **\$25.00 booth fee**. Make all checks payable to *Abbeville Chamber of Commerce*.
Food Vendors Only: The Vendor Committee encourages all food vendors to be located inside the “Food Area” between the Henry County Court House and Arnold’s Furniture. Other locations are possible, but must be coordinated with the Vendor Committee.
3. Food Vendors Only: For items other than home baked goods sold in individual wrapping, a Food Permit from the Health Department is needed. Food Vendors will not be able to sell food without the above items. The Vendor Committee is not responsible for Food Permits.
4. Items to be sold must be approved by the Vendor Committee. No vendors will be allowed to sell anything other than what they listed on the Registration Form.
Food Vendors Only: We prefer to have only one of each kind of food available. This is enforced more heavily with specialty items. The Vendor Committee will accept two different food vendors in “real” food areas. The Committee will always be straight forward in telling you who is doing what type of food and wishes for every vendor to be pleased with profits and return in the future.
5. All vendors are responsible for their own power, if needed. The Vendor Committee will assist in finding a power source, but this is **NOT** the Committee’s responsibility and the Committee will not be responsible for any damages.
6. All trash must be cleaned up and disposed of by the vendor after the festivities are complete. Anyone who leaves trash will no longer be able to participate.
7. Booth set up may begin anytime Saturday morning. Vendors must be set up in their assigned location by 11:00 a.m. A Committee member will be on site to provide assistance in making sure vendors set up in the correct place. If a vendor is set up in the wrong place, they will be asked to move.
8. All vendors are encouraged to decorate in keeping with the holiday spirit. This is suggested, but not necessary.

For more information, contact:

Abbeville Chamber of Commerce
PO Box 202
Abbeville, AL 36310
Phone: (334) 585-2273
Email: abbevillechamber@centurytel.net

Committee Members:

Cleta Harpe: (334) 585-2061
Sarah Williams: (334)575-5077

**Abbeville Chamber of Commerce • 2009 Christmas Parade
Vendor Registration Form & Disclaimer
Saturday, December 5, 2009 @ 2:00 pm**

Name of Organization (or person): _____

Contact Persons: _____ **Phone #:** _____

_____ **Phone #:** _____

Items Being Sold: _____

Brief Description of Booth:

Does your booth require an electrical source? Yes* _____ **No** _____

**If yes, it is the responsibility of the organization or person to secure power, not the committee.*

I, _____, hereby take full responsibility for (the person or organization) _____'s participation in the 2009 Abbeville Christmas Parade. The City of Abbeville/Abbeville Chamber of Commerce is not held responsible for damages that occur during the festivities. If needed, I have received prior approval for power usage from the Parade Vendor Committee. I do understand that it is the organization's responsibility to follow the guidelines set by the Parade Committee and that we will adhere to these guidelines.

Signature of Responsible Party

Deliver this form along with the \$25.00 booth fee to:

Abbeville Chamber of Commerce

300 Kirkland Street

Abbeville, AL 36310

Abbeville City Hall

101 East Washington Street

Abbeville, AL 36310

Or mail to: PO Box 202
Abbeville, AL 36310

For Vendor Committee Use Only

Date Paid: _____ **Amount Paid:** \$25.00

Booth Location: _____