

# CHRISTMAS AT THE CABOOSE EVENT INFORMATION

Downtown Irondale

Saturday, December 3, 2022, from 10 a.m. to 2 p.m.

## GENERAL INFORMATION:

1. **TYPES OF VENDORS TO BE SELECTED.** Arts and crafts vendors, as well as direct sales companies, are welcome to apply for space at the event.
  2. **VENDOR SELECTION.** The Greater Irondale Chamber of Commerce (GICC) will accept or reject a vendor's application within a week of receipt. The vendor will be notified as soon as the decision is made. An event produced by the Greater Irondale Chamber of Commerce (GICC), we reserve the right to reject, in whole or in part, and at any time, any exhibit or product, which in its opinion is objectionable or in conflict with the event's family-oriented standards. Application deadline is Tuesday, November 29, 2022. Application does not guarantee acceptance. Once your application has been accepted, you will receive an email confirmation.
  3. **GENERAL VENDOR BOOTH SIZE/AREA.** Booth space size is 10' x 10'. Locations are 20<sup>th</sup> Street. You must provide your own tables, chairs and tent. No color restrictions on tents.
  4. **Door prizes.** Each vendor or exhibitor may donate something for a door prize to be given away at the event. Each prize should be of value of at least \$25.
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## RULES/REGULATIONS:

1. **COVID-19 DISCLAIMER:** GICC will implement appropriate measures and safeguards regarding COVID-19 according to CDC guidelines during the event; however, there exists a risk of the spread of COVID-19 in any group, social or public setting, location or event. Attending this event could increase your risk of contracting COVID-19. GICC disclaims any liability for exposure to COVID-19 and by your entry or presence at GICC events or property, you voluntarily assume all risks and agree you will not hold GICC or its related parties liable for any resulting illness or injury.
2. **FEES.** \$15 - chamber members; \$25 - non-members; \$50 - food trucks. Limited electricity is available for additional fee. You must bring your own electrical cords.
3. **VENDOR SET-UP.** Saturday 7 a.m. - 9:30 a.m. Vehicles and storage trailers must be moved and parked away from vendor set-up as soon as possible and no later than 9:30 a.m., so other vendors arriving may be able to drive up and drop off.
4. **VENDOR BREAK DOWN.** No one is allowed to start breaking down tents, etc. before the festival ends Saturday at 2 p.m.
5. **BUSINESS LICENSE/PERMITS.** A city of Irondale business license is not required to be a vendor at Christmas at the Caboose at this time.

6. **SALES TAX.** Vendors are responsible for paying their own Irondale, Jefferson County, and Alabama sales tax. Respective envelopes will be provided in your registration packet on the day of registration. A member of the GICC staff, GICC volunteer, or city employee will be available for you to remit your tax envelopes after or near the end of the event. Envelopes must be turned in before leaving Saturday. If you are registered with Jefferson County and Alabama, you can remit those taxes as you normally do but city taxes will be collected on Saturday. Call the tax collections office at City Hall at 205-956-9200 if you have further questions about remitting local taxes.
7. **SALES.** GICC does not take a commission on vendor sales.
8. **SIGNAGE.** Vendors are encouraged to display signage with their business name.
9. **FIRE/SAFETY/SMOKING.** All city of Irondale fire codes and safety regulations will be enforced. Smoking or any use of tobacco or vaping is not permitted within 30 feet of the event.
10. **CANCELLATION/REFUND POLICY.** Registration and electricity fees will be refunded as follows:
  - **Inclement Weather:** This is a rain or shine event. No refunds will be given for inclement weather.
  - **GICC Cancellation:** If GICC cancels the festival (other than for inclement weather), GICC will refund 100% of applicants' registration and electricity.
  - **General Cancellations:** No refund is given for general cancellation requests. If you feel your situation is unique and reasons other than stated above, you may contact GICC in writing via email at [director@irondalechamber.org](mailto:director@irondalechamber.org) or text to 205-478-2469.
11. **CANCELED CHECKS.** There will be a \$35 canceled check fee for any returned checks.
12. **PARKING.** All vendors will be given one parking pass, allowing you to park one vehicle OR storage trailer in the parking lot closest to your booth. This trailer must fit in one parking space.
13. **NON-DISCRIMINATION.** GICC does not discriminate on the basis of race, color national origin, ethnicity, sex, religion or disability.
14. **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT.** All vendors must sign the Hold Harmless and Indemnification Waiver on the application before being allowed to set up their booth.

## VENDOR APPLICATION

Vendor/Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number & address: \_\_\_\_\_

Email address: \_\_\_\_\_

Proposed items for sale: \_\_\_\_\_

*A photo of my merchandise and/or booth set-up is attached.* \_\_\_\_\_

Booth type (please circle one): Artist/Crafter Business/Informational Political Other  
If other, please specify: \_\_\_\_\_. To qualify as artist/crafter, you must be selling items you either made or designed.

Vendor fees:

\$15 - chamber members  
\$25 - non-members  
\$50 - food trucks  
Limited electricity available

Please make checks payable to GICC and mail your payment to **GICC at 101 20<sup>th</sup> Street South, Irondale, AL 35210**. We can also email an invoice to you by which you may pay online. Please email [director@irondalechamber.org](mailto:director@irondalechamber.org). All fees must be paid in advance of the event.

For more info about the Greater Irondale Chamber of Commerce or Christmas at the Caboose:

[www.irondalechamber.org](http://www.irondalechamber.org)  
[director@irondalechamber.org](mailto:director@irondalechamber.org)

'like' us on Facebook (Irondale Chamber Hub or Irondale Chamber)  
or call 205.478.2469

**Your signature here certifies you have read and understand all the guidelines for this event.**

\_\_\_\_\_(vendor signature)

## HOLD HARMLESS AGREEMENT

Vendor/service provider agrees that it will indemnify and hold harmless the Greater Irondale Chamber of Commerce and the City of Irondale, their staff, board of directors, volunteers, agents, and successors from and against all losses, claims, suits or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any act or omission by the Greater Irondale Chamber of Commerce, its staff, board of directors, volunteers, agents, and successors in the course of participating in Christmas at the Caboose.

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_