



## Vendor Guidelines

Bob Sykes Bbq cordially invites you or your organization to participate in the 9th Annual Bob Sykes Bbq & Blues Festival on April 28, 2018. We expect a great day of blues music, delicious food, arts and crafts, children's activities, and thousands of attendees — and we want you to be a part of the festivities.

Please read the following guidelines carefully. Booth space is limited.

If after reading the guidelines you have additional questions, you can also reach us at [elaine.lyda@gmail.com](mailto:elaine.lyda@gmail.com)

## Guidelines and Regulations:

### 1. Vendor Selection

Applications are due by April 1, 2018. Applications postmarked/received after this date will be charged a late fee (see below for fees). Vendors are selected based on merchandise, product variety, product appropriateness, and space availability. Prospective vendors must send an itemized list of merchandise along with the application. **Our Vendor Coordinator will contact vendors directly when their application has been approved for the event.**

## **2. Food Vendors**

Accepted on a limited basis. Food Vendor booths are approximately 10'x10'. Applications are selected based on previous attendance with acknowledgement to guidelines, and type of product sold. A limit is placed on duplicate items sold by multiple vendors. The Bob Sykes Bbq and Blues Festival reserves the right to grant exclusive rights based on agreement. Duplicate vendors will be separated as much as possible, but no one will be relocated if this does not occur.

Food Vendors must send an itemized list of ALL food items along with the application. Food items NOT listed on application at check-in will be prohibited. Food vendors are expected to comply with all Health Department regulations. Generators are not accepted inside the park. 120 Volts is the most power offered inside the park for vendors and sponsors.

BEVERAGES: Only beverages from our official beverage sponsor can be sold at the Bob Sykes Bbq & Blues Festival. Failure to sell these products, including water, can lead to ejection from the festival without a refund.

ICE: Ice will be sold at a reasonable price on site by the bag.

## **3. Application Fees**

Fees are due no later than April 1, 2018. Applications postmarked/received after this date will receive a late fee. Must pay with cash, certified check, cashier's check, or credit card. A \$35 fee will apply for checks returned due to insufficient funds. There will be no refunds once an application is approved. Payment cannot be received online — you must mail in your payment with the vendor application form.

## **4. Business License**

ALL VENDORS are required to obtain a City of Bessemer Business License. If you do not have a current license, a special event business license will be available through the city. You will receive more information on this once you are accepted. The City of Bessemer Application is found below.

## **5. Sales Tax**

Applicant is responsible for paying all applicable sales tax. A city representative will contact you after your application is accepted.

## **6. Arts & Informational Vendor Space**

Vendor spaces are approximately 10'x10'. Vendors must furnish their own free-standing tents, tables and displays. **Note:** Vendor space may be assigned on concrete sidewalk or grass, which may or may not be level. At all times, vendors must keep their space clean and orderly. Vendors are responsible for removing trash from their space and disposing it in an approved dumpster upon check-out.

## **7. Subletting Vendor Space**

The subletting of space is not allowed without written prior consent from the Bob Sykes Bbq & Blues Festival

## **8. Check-in/Set-up/Check-out**

Vendor space assignments will be available onsite from the Vendor Coordinator, Friday afternoon. Electricity is provided Saturday only. Vendors may only check in and set up Friday between 12 – 5p.m., and Saturday between 7 – 9 a.m. **All vehicles must be out of the vendor area no later than 9 a.m. on Saturday.** ANY VENDOR NOT CHECKED IN BY 8AM MAY BE TURNED AWAY WITHOUT REFUND. For security reasons, entrance to the park at other times will be prohibited to incoming and outgoing traffic. The park is closely monitored by police beginning at 6PM Friday evening. If you have ANY questions or concerns, contact our Vendor Coordinators at [elaine.lyda@gmail.com](mailto:elaine.lyda@gmail.com)

## **9. Parking**

Vendors will be given one parking pass per application.

## **10. Electricity/Water**

Electricity is available on a limited basis. It is assigned on a priority basis determined by the Bob Sykes Bbq and Blues Festival. Vendors must provide their own extension cords. Electricity is provided Saturday only. Water is not provided and is not available onsite.

## **11. Hazards**

All vendors who use electricity, wood, charcoal, gas or propane will be required to have a working fire extinguisher in their space.

## **12. Trademarks/Logos**

The Bob Sykes Bbq & Blues Festival and/or artwork, name, or that of any artist performing at the festival may not be used without written authorization from the Bob Sykes Bbq & Blues Festival. No merchandise of musical artists performing at Bob Sykes Bbq & Blues Festival can be sold without authorization from Bob Sykes Bbq and the artist.

## **13. Firearms/Firearm Replicas**

Not allowed at Bob Sykes Bbq & Blues Festival

## **14. Soliciting/Distributing**

Soliciting/distribution of materials or products outside of allotted vendor space is not allowed. Vendors are not allowed to move their vendor space. Information and giveaways will only be allowed with written permission from the Bob Sykes Bbq & Blues Festival.

## **15. Raffles/Give-away**

No vendor may sell raffle tickets or chances for any organizations without written permission from the Bob Sykes Bbq & Blues Festival. Any item that is to be given away for promotion must be pre approved in writing from Bob Sykes Bbq. Food and/or beverages may not be given away without written permission from Bob Sykes Bbq.

## **16. Security**

24 hour security is provided 6 p.m., Friday through 10 p.m., Saturday. Security is contracted with the City of Bessemer Police Department.

## **17. Rain or Shine**

Bob Sykes Bbq & Blues Festival is a rain or shine event. **No refunds will be given**



## **VENDOR FEES**

### **9th Annual Bob Sykes Bbq & Blues Festival**

**April 28, 2018**

Food and merchandise vendors are accepted on a limited basis. Vendors are selected based on merchandise, product variety, product appropriateness, and space availability. Duplicate vendors will be separated as much as possible, but no one will be relocated if this does not occur. Vendors must send an itemized list of all items in application. Food vendors are expected to comply with all Health Department regulations.

- A 10x10 site at the festival for promotional displays and merchandising opportunities, including the right to giveaway premium items, coupons, or product samples. Festival will provide standard electricity. Generators are not allowed unless discussed first with event organizer. Vendor will provide a 10x10 tent, signage, table, chairs and extension cords.
- Proof of Vendor license must be provided before festival. All vendors selling merchandise or food within the City of Bessemer must have a valid business license or obtain a special business license for the duration of the event. Any vendor selling food must provide documentation from the health department before a license will be issued.
- 10% sales tax will be collected at the conclusion of the festival by a representative of the City of Bessemer. Please take appropriate measure to price your items accordingly.

#### **Food, Merchandise, Arts&Crafts Vendor FEES:**

- **\$200 By April 1st**
- **\$250 After April 1st**

## Vendor Application Form

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Product and Service Description: Briefly describe all products to be sold in your vendor space. For any food-related items, include approximate pricing. All food items must be listed for Health Department approval.**

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**Electricity Needed? Yes or No**

**Booth Space Needed: Please circle which kind of Vendor:**

**Food, Merchandise or Arts & Crafts**

**Vendor Fee is \$200 by April 1st. After April 1st \$250**

**By signing below, you are agreeing to the Terms and Conditions and would like to participate as a vendor at Bob Sykes Bbq and Blues Festival. Vendor Commitment Forms must be received by April 1st to have vendor name included in festival program.**

**Please send this form and make checks payable (Credit Cards also accepted) to the following and mail to:**

**V&J Enterprises**

**1724 9th Avenue North**

**Bessemer, Alabama 35020**

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



# CITY OF BESSEMER, ALABAMA BUSINESS LICENSE APPLICATION

The City Of Bessemer does Impose the Business License Tax In the Police Jurisdiction

<p>Complete and Mail/Fax Email To:</p> <p><b>CITY OF BESSEMER</b>          Revenue Department          1806 - Third Avenue North          Bessemer, AL 35220</p> <p>(205) 424-4060          Fax (205) 425-2620</p>
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(CONFIDENTIAL)

<p>Applicant Complete This Part</p> <p>FEIN _____</p> <p>ST of ALA TAX # _____</p> <p><b>FORM OF OWNERSHIP (Check One)</b></p> <p>Sole Prop. _____ Partnership _____</p> <p>Corp. _____ Prof Assoc _____</p> <p>LLC _____ Other _____</p>
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Applicator Type:          New          Owner Change          Name Change          Location Change

Legal Business Name \_\_\_\_\_

Trade Name: (if Different from above) \_\_\_\_\_

Business Activities (Brief Description - Retail, wholesaling, services, or sale of industrial equip., construction, etc.) \_\_\_\_\_

Physical Address \_\_\_\_\_

(Street) (City) (State) Zip

Mailing Address: \_\_\_\_\_

(Street) (City) (State) Zip

Telephone \_\_\_\_\_

(Business) (Fax) (Home Phone)

Name & Phone # for Contact Person \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

Email Address For Contact: \_\_\_\_\_

List Following For Owner(s), Partners, or Officers (Attach separate sheet if necessary)

Name	Residence Address	SSN (If not publicly traded co.)	Title

Date Business Activity Initiated or Proposed in Bessemer: \_\_\_\_\_ # of Employees in Bessemer \_\_\_\_\_

This application has been examined by me and, to the best of my knowledge, a true and complete representation of the above named entity, etc. (as applicable).

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

### THIS AREA FOR MUNICIPAL USE ONLY

ACCOUNT ID \_\_\_\_\_ REVISED BY \_\_\_\_\_

PHYSICAL LOCATION:  CITY  POLICE JURISDICTION  OUTSIDE CORP LIMITS & IN

ZONING CLASSIFICATION: \_\_\_\_\_ BUILDING CODE:  YES  NO  NA FIRE CODE APPROVAL:  YES  NO

Tax Types:  Sales/Sellers Use  Consumer Use  Rental  Lodging  Alcohol

Other Vehicle  Tobacco  Liquor/Alcohol  Business License

Tax Filing Frequency:  Monthly  Quarterly  Annual  Other \_\_\_\_\_

Business Type:  Retail  Wholesale  Building Construction  Service

Professional  Manufacturer  Hotel  Other \_\_\_\_\_