



*August  
10th & 11th  
2018*

*The City of Albertville Main Street Music Festival is a FREE 2-day event set in the heart of Sand Mountain. This page was designed to provide you with information about our organization and event and answer your questions about how to become involved. All this information is subject to change.*

### **How do I get started?**

You may download the food vendor or retail vendor application to apply for space at our event by clicking

[Food](#)

or

[Non-Food](#)

Return the application with all of the requested information as soon as possible so that your company can be considered equally among all applicants. After acceptance, more information will be provided.

### **How much does it cost?**

Costs depends on the size and booth requirements. Click here for

[VENDOR FEES.](#)

### **How many vendors will attend each event?**

Each type of vendor varies, however we do not over sell the event and try to give each vendor every opportunity to be successful.

### **How many guests will attend?**

Attendance varies however during the 2017 MSMF, attendance was verified at over 30,000

### **How do I apply?**

Fill out the application here for [FOOD](#) or [Non-Food](#)

Our vendor committee will select the vendors based on quality and variety of products, site appearance, past experience and originality.

### **What permits do I need?**

No special permits are needed however, each vendor is expected to collect and remit sales tax. Forms are provided to you at vendor check in the day of the event. For food vendors, the MSMF is an exempt event however, representatives from the Marshall County Health Department may inspect you during the event. For information on requirements, please visit their website at [www.adph.org/marshall](http://www.adph.org/marshall).

### **Does the Festival have ice available?**

We will have ice available for sale to vendors during the event. Vendors may "charge" ice Friday and Saturday. MSMF will collect payments for ice purchased at 3:00 pm on Saturday. Any ice purchased after that time will be on a cash basis. Power limits make it impractical for a food vendor to operate an ice machine on-site.

### **Do any sponsors have exclusive sales rights?**

Coca-Cola has the exclusive right to the soft drink and bottled water categories and MSMF reserves the right to secure and offer exclusive rights to sponsors in any other category. You will be notified of our sponsors' exclusive sales rights and will be required to purchase only these items if you choose to serve them.

### **Other exclusive rights?**

The festival does bid lemonade and funnel cake vendors. The winning bid will have the exclusive rights. Bids are awarded on April 24, 2018

Click for [Bid Sheet](#)



## 2018 Food Vendor Application

Please complete this form - print clearly. You may submit the form via email, fax or standard mail. You will be notified of your application's status approximately 2 weeks after it is received. **Booth space is \$200 but additional fees may apply.**

[See "Fees" for more information.](#)

### PRINT CLEARLY!!!

Contact: \_\_\_\_\_ Business: \_\_\_\_\_

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

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

Request / Preferences: \_\_\_\_\_  
Spaces are assigned by Festival Committee. Preferences will be considered but are not guaranteed.

Menu Items: Must be limited to 3-4 entrees, 2-3 sides and beverages) Some items not available for sale

### Items for Sale

\*As Coca-Cola is a major sponsor, vendors selling soft drinks are required to use Coca-Cola products.

\*\*lemonade and funnel cakes are sold exclusively and by bid only

\*\*\*bottled water may be given away by some booths.

### Set Up Information

Booth space is 12' x12'. Additional space is \$35 per foot or you may rent a full additional booth. Remember to count your hitch if you have a trailer.

Vendors are responsible for booth materials including chairs, tables, signage and tent. All are required to use a tent or awning. No tent spikes or other holes allowed. Please use sand bags or other materials.

Dimensions: \_\_\_\_\_ (Frontage) x \_\_\_\_\_ (Depth) *TENT* or *TRAILER* (please circle)

If Trailer, which side is the service side: *DRIVER* or *PASSENGER* (please circle)

### Please Note Our Outdoor Electrical and Water Set Up!

Each site is equipped with one 110v power, 20 Amp source included in the booth fee. Limited 50 Amp and water is available for an additional charge of \$25 per service. Power sources cannot be guaranteed to be nearby or directly at vendor locations. If approved, vendors will need to bring their own extension cords and water hoses (if applicable). As part of the Marshall County Health Department Regulations, hand washing stations must be set up and maintained by each vendor.

### Photographs

**New** vendors must submit (5) photographs with this application (electronic preferred). These photos **must** include views of:

1. Food and / or Products
2. All Signage
3. Booth Interior
4. Booth Front
5. Booth Rear

These photos must all have been taken during full operation. Applications submitted without the required photographs will not be accepted. Please label all photographs with vendor name. Electronic submissions preferred.

The photographs will remain the property of the Main Street Music Festival.

**Hold Harmless and Indemnification Agreement**

I / We have read and understand all of the information and rules which accompanies the application. I / We for and in consideration of permission and space to participate in the City of Albertville's Main Street Music Festival August 10th-11th, 2018, agree to indemnify, hold harmless the City of Albertville, Alabama its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, liability, and expense, including attorneys fee and litigation expense, in while or in part arising out of, connected with, or in anyway associated with my / our activities preparing for, participating in, traveling to and from, the Main Street Music Festival.

By signing below, I certify I have read the attached guidelines / requirements and will abide with guidelines / requirements.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

Completing and submitting this form and attachments does not constitute authorization to operate at the Main Street Music Festival. All information continued herein is subject to change without notice.

\*\*\*There is a \$30 fee for returned checks. \*\*\* No refunds\*\*\*\*\*Festival held rain or shine\*\*\*\*

PLEASE KEEP A COPY FOR YOUR FILES. COMMUNICATION WILL BE MADE VIA E-MAIL

Make checks to " MSMF 2018" \*\* Use of credit card will incur a \$5 fee



Mail to: Susan Armstrong, Vendor Coordinator  
c/o City of Albertville  
P O Box 1248  
Albertville, AL 35950  
or Fax 256-878-8737  
or Email Application

Card Type: \_\_\_\_\_ Security PIN: \_\_\_\_\_

Card # \_\_\_\_\_

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

Questions? [sarmstrong@vantagebankal.com](mailto:sarmstrong@vantagebankal.com)

Signed for Authorization: \_\_\_\_\_



## 2018 Non Food Vendor Application

Please complete this form - print clearly. You may submit the form via email, fax or standard mail. You will be notified of your application's status approximately 2 weeks after it is received.

**Booth space is \$150 but additional fees may apply.**

[See "Fees" for more information.](#)

**PRINT CLEARLY!!!**

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

Business: \_\_\_\_\_

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

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

email: \_\_\_\_\_

Request / Preferences: \_\_\_\_\_

Spaces are assigned by Festival Committee. Preferences will be considered but are not guaranteed.

### Items for Sale

*\*\*\*bottled water may be given away by some booths.*

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By signing below, I certify I have read the attached information sheet for guidelines / requirements and will abide with guidelines / requirements.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

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Make checks to "MSMF 2018" \*\* Use of credit card will incur a \$5 fee

Mail to: Susan Armstrong, Vendor Coordinator  
c/o City of Albertville  
P O Box 1248  
Albertville, AL 35950  
or Fax 256-878-8737  
or Email Application

Card Type: \_\_\_\_\_  
Security PIN: \_\_\_\_\_  
Card # \_\_\_\_\_  
Exp Date: \_\_\_\_\_



Questions? [sarmstrong@vantagebankal.com](mailto:sarmstrong@vantagebankal.com)

Signed for Authorization: \_\_\_\_\_



## 2018 Vendor Fees

Food Booth Fee is \$200.00 per 12 x 12 space  
Non-Food Booth Fee is \$150.00 per 12 x 12 space  
additional space is \$35 per foot

If needed ---

Water Connection is Available to food booths for \$25 per booth

220v plug is available for \$50 per booth

a picture of your plug must accompany request

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c/o City of Albertville  
P O Box 1248  
Albertville, AL 35950  
or Fax 256-878-8737  
or Email Application  
256-878-8799 or 256-302-3801

Questions? [sarmstrong@vantagebankal.com](mailto:sarmstrong@vantagebankal.com)

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FOR OFFICE USE ONLY:	Date Received:	_____	Total	_____	
Approved / Denied:	_____	Notification Sent:	_____	Booth #	_____





City of  
Albertville, Alabama

August 10-11, 2018

Lemonade / Funnel Cake Bid Sheet

Contact: \_\_\_\_\_ Business: \_\_\_\_\_

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

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

Bid for  Lemonade  Funnel Cake Booth size 12 x 12

**Bids will close and must be received by April 19, 2018  
Decisions of Committee are final**

Bid Amount \$ \_\_\_\_\_ *If you will be selling other items in your booth, submit  
with Food Vendor Application*

Booth space requirements: \_\_\_\_\_

Electrical / Water Requirements \_\_\_\_\_

**Bid Payment: 50% due within 5 days of acceptance of bid, remainder due by June 30, 2018**

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By signing below, I certify I have read the attached guidelines / requirements and will abide with guidelines / requirements.

\_\_\_\_\_  
Vendor Signature Date

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