

# Main Street Scottsboro's Jingle Bell Square

Downtown Square in Scottsboro, AL · December 14, 2019

## Vendor Registration Form

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

Address (City, State, & Zip): \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Business Facebook Page (for promotion): \_\_\_\_\_

Vendor Description: \_\_\_\_\_ Direct Sales: Y or N

Preferred Communication Method (circle one):            Phone            Email

**Vendor Fee: \$35 - Fee increases to \$45 after November 25<sup>th</sup>.**

### Details and Information:

- Jingle Bell Square is an all-day event, lasting from 9:00 a.m. – 8:00 p.m. Vendors may choose to set-up for the duration of the entire event, OR they may set-up for the morning or afternoon hours only.
  - **Vendors may sell from 9:00 a.m. – 3:00 p.m. OR 2:00 p.m. – 8:00 p.m.**
  - **Vendors may also sell through the event's entirety from 9a.m. – 8p.m.**
- All vehicles must be clear of the vendor area by 8:30 a.m.
- Vendors who choose to leave at 3 p.m. must be clear from vendor area by 3:30 p.m.
- The annual Christmas parade begins at 5:00 p.m. and ends on the Courthouse Square.
- Vendor spaces are approximately 15x15. Extra space is available if needed and may require an extra fee. Call 256-912-0520 to verify.
- All vehicles must be moved from vendor area prior to 9am.
- **Direct sales and food vendors must email [mnippers@cityofscottsboro.com](mailto:mnippers@cityofscottsboro.com) or call (256) 912-0520 to verify space before submitting application and payment.**
- Vendor is responsible for all tables, tents, power, and water. Generators are welcome, but electricity is not provided.
- Hosts will submit temporary exemption form to the health department for food vendors.

**Mail application form and payment-payable to Main Street Scottsboro to:**

**Main Street Scottsboro: P.O. Box 921, Scottsboro, AL 35768**

**For more information, call (256) 912-0520.**

### Hold Harmless Agreement:

I have read and understand the information provided on the application. I agree to indemnify, hold harmless Main Street Scottsboro, its employees, and representatives from and against all claims, actions, lawsuits, damages, liability, and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with, or in any way associated with my activity in preparing for and attending Jingle Bell Square in downtown Scottsboro on December 14, 2019.

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

\_\_\_\_\_  
Date