



— THE FARM AT — **ROCKY TOP**

RULES AND REGULATIONS

Country Christmas will be closed for Inclement Weather

(This IS NOT a rain or shine event)

PRODUCT:

- 1: All items sold must be handcrafted, handmade, farm to table, or fit description of vintage, antique, repurposed, upcycled, boutique, gift or home décor items.
- 2: Exhibitors may only show and sell work (items) from the categories in which they have been approved based on application and pictures. Any items of product not listed in the application must be removed from the booth.
- 3: All articles and displays must be in good taste. No obscene and/or offensive items will be allowed.
- 4: If there are questions about whether an item may be sold, please submit a brief description to the Selection Committee.
- 5: All products sold that apply must meet Alabama Department of Public Health rules and regulations. It is the vendor's responsibility to abide by these rules. If any questions, please submit a brief description by email.

APPLICATION PROCESS

- 1: Applications should be submitted online or postmarked three days before event.
- 2: There are no application fees. Do not send money with the application.
- 3: An email notification of application status will be sent within 2 days of receipt. Applicants selected to participate will receive an email Invitation/Contract. Once received, contract along with booth fees should be mailed or emailed back within a week.
- 4: A vendor selection committee will select vendors based on photos (if provided) and information provided or if they have participated in previous events at Rocky Top. Usually, selection is made within one to two days of application submission. Submitting an application does not guarantee acceptance.
- 5: Selection is based on quality and skill in workmanship, original design and creativeness as well as attractiveness. Selection of other items is based on uniqueness and desirability. Food Vendor selection is based on different varieties of foods offered. We will strictly limit the number of vendors providing the same types of foods.

***If you would like to be featured on our social media or would like to donate an item for our Facebook/Instagram giveaways prior to the festival, please let us know with your application. If donating an item, please give a description and dollar amount it is worth.

BOOTH DISPLAY AND SET-UP:

- 1: Check-In and setup will be on the morning of the event from 7am-9:30am. Accepted vendors who have not shown up by 9am on the day of will forfeit their space and booth fee. Check-In will be at the admissions tent. Please enter the parking lot by using the back gate. For those who have vending here before then the back gate is what you came through. The main gate entrance to the farm will be closed for vendor arrival. The back gate will be open. Once checked in, you will be directed to your booth area. It is imperative to park and unload as soon as you can to allow for other vendors to do the same. Not all booths have the capability of driving right up to it so be prepared for that. Vendors are responsible for loading and unloading themselves.
- 2: All vehicles are required to be moved and parked in vendor parking by 9am on Saturday. **NO VEHICLES** will be allowed inside festival area after 9am CST.
- 3: Vendors must furnish their own display tables, skirting, chairs, extension cords, tents, etc. All displays must be designed, constructed and operated in good taste. All tables must have tablecloths/skirting.
- 4: Tents requiring guy lines are not permitted, but all tents must be securely fixed to the ground or weighted. Commercial tents with heavy duty frames are the exception.
- 5: Vendors must display a sign identifying the name and location of their business.
- 6: No booths, racks, merchandise or other items are to exceed the boundaries of your booth.
- 7: All booths must be set up and manned by 9:30am CST on Saturday.
- 8: All booths must be manned by an adult throughout the hours of operation of the festival.
- 9: If you have to restock from your vehicle during event hours, please be prepared to do so yourself.

- 10: No booths will be allowed to breakdown prior to the close of business of Saturday.
- 11: Please leave your booth area just as you found it.
- 12: "Discounted", "Marked Down", "Reduced" or "Closeout" signs are not permitted.
- 13: **LABOR IS NOT PROVIDED BY ROCKY TOP FOR BOOTH SET UP OR BREAK DOWN.**

PARKING AND SECURITY

- 1: Parking passes will be furnished and must be displayed on the dash of your vehicle. Vehicles must park in vendor parking area. Admissions will let you know where that will be on arrival.
- 2: The Farm at Rocky Top is not, and will not, be responsible in any way for loss or damage to participant's property. Vendors are responsible for their personal and property liability.
- 3: Vehicles will be allowed to reenter festival area each day after the festival has closed.
- 4: RV Parking is limited and restricted to self-contained RV's. Parking will be on pastureland. Reservations requests are made on your Invitation/Contract.

CLEAN UP

- 1: Do not leave garbage on the ground. This includes plastic zip ties.
- 2: Please bag and tie all garbage bags. Rocky Top staff will drive through the festival after close (and possibly during festival) with a trash trailer for vendors to load their trash on.
- 3: Vendors that leave garbage on the ground will be banned from participating in future events.

GENERAL RULES

- 1: No smoking or vaping is allowed.
- 2: ABSOLUTELY no alcohol, drugs, firearms, profane language or vulgar conduct.
- 3: No propane or kerosene heaters allowed.
- 4: Placement of the booths will be at the discretion of the festival committee.
- 5: We reserve the right to remove any offensive or non approved product.
- 6: No Silly String, confetti, snap pops allowed.
- 7: No pets are allowed in vendor's section.
- 8: No giveaways such as water, lemonade, etc.
- 9: Rocky Top can terminate vendor of any festival participation at anytime with no refunds if vendor does not abide by rules and regulations.

CANCELLATIONS

- 1: All cancellations must be made in writing or email.
- 2: Refunds- Issued as follows:
 - A. 90 days or more from the festival, a 100% refund is offered for any reason.
 - B. 60 days or less from the fair, a 50% refund is offered for any reason.
 - C. 30 days or less from the fair, no refund will be offered.

SALES TAX

Payment of taxes is the responsibility of the vendor. We do not collect sales tax. Tax forms will be in vendor packet at check in.

Rocky Top Country Christmas will be closed due to inclement weather. Please plan accordingly.

**Please note that vendor set-up may be delayed due to inclement weather conditions. If there is bad weather, you will be notified of any changes upon arrival to the farm or you may call (334)559-5567 or check The Farm at Rocky Top's website, Facebook and Instagram pages.