

Town of Selma

Vendor Guidelines

Please read, sign and return the Guidelines to the Event Coordinator.

GENERAL RULES

1. The Event Coordinator (herein Coordinator) reserves the right to determine suitability and approval of all items entering event grounds.
2. No alcoholic beverages are permitted on city property.
3. Event is sponsored by Town of Selma.
4. Location of event is N. Raiford Street between Anderson and Waddell Streets. This block will be closed to vehicular traffic.

RULES & REGULATIONS FOR ALL VENDORS

1. **Only those individuals who fill out a complete application, and receive approval from the Coordinator will be permitted to display and sell.**
2. Cost of Booth spaces for the 2021 Selma events is \$0.
3. **Deadline to register for Fiesta de Raiford is Friday, May 28th at 4:00pm.**
4. Spaces are provided for the exclusive use of the applicant and only for the activity approved by the Coordinator. Spaces will be allotted on a first-come first-served basis. We offer no guarantee that one vendor will have a monopoly on a specific item offered for sale.
5. Upon arrival, please check in with Coordinator to determine the exact location of your allotted space.
6. Exhibitors shall arrange arts & crafts booths so that they will not interfere or obstruct the view of other booths.
7. Ultra quiet generators only are permitted during town events.
8. Exhibitors are responsible for setting up their own booths. No tables, chairs, electrical cords, water hoses, etc. will be provided to you by the Town of Selma.
9. Town of Selma is not responsible for loss of any kind including but not limited to unmanned booths or weather.
10. All booths are expected to be attractive and in good taste and tables must be covered to the ground to hide unsightly items stored under the table.
11. Please keep trash in proper receptacles
12. All vendors are responsible for reporting their own taxes.
13. It is the sole responsibility of the vendor to have all permits and permission for copy-righted images, materials, etc. in order to sell at Selma events.
14. Pets are not allowed for health and safety reasons unless with prior approval from the Coordinator.
15. Vendors are not permitted to sell any items that may be perceived dangerous.
16. The Town of Selma is not liable for any damages, injury, or loss to any person or goods from any cause whatsoever. The Town of Selma cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with the use of space or grounds in the gatherings.

SET UP TIMES: 8am – 8:45am, on assigned Saturday BREAKDOWN: 1pm

Closing hours must be observed to enhance clean up and security. **No vendors may dismantle and leave prior to 1:00pm except in the event of inclement weather or under the direction of the Coordinator. If you leave early, you jeopardize the possibility of acceptance at future Selma event dates.**

***In the event of rain, Selma Saturdays will continue if at all possible. Final decision is made by the Coordinator on the day of the event. Coordinator's cell phone number is 919-218-4010*

I acknowledge that I have read and understand these guidelines.

Initials