

# FAIR RULES AND VENDOR INFORMATION

## PLEASE READ THIS INFORMATION CAREFULLY

### FAIR CONTACT PERSON

Vendors may contact Jill de Bedout at (850) 841-1773 or e-mail: Paco@BigBendBirdClub.com

### BOOTH RENTAL

- **Application and payment in full for booth rental must be received by July 31.** After that date, your booth(s) will be resold.
- **Deposits and payments for booth spaces are non-refundable.**
- All indoor booths (approximately 10' X 10') include draped backdrops and dividers between each vendor.
- All displays, merchandise and personnel must stay within your designated booth space. You may not intrude into aisles or neighboring booths.
- Chairs, 8' draped tables, and electrical outlets are available at no additional cost, but please bring your own extension cords.
- Tell us in advance how many tables and chairs you need and how you would like them arranged and we will have them set up for you before your arrival. (See the booth layout options page for sample choices.)
- All booths will be sold on a first-come, first serve basis.
- We will do our best to give you your choice of booth location, but reserve the right to assign booths based upon availability and diversity of birds, products and services.
- Sharing of booths must be approved in advance by the BBBC.
- We reserve the right to accept or decline, with or without cause, any application for booth space. If you are not accepted, your fee will be returned if paid in advance.

### **\*\* EARLY BIRD SPECIAL \*\***

Vendors qualify for a discount **if booth application and full payment are postmarked by July 1st**. You will also be entered into a special drawing and have a chance to win a complimentary 2-night stay in a luxurious Spa Suite at the Quality Inn (a \$278 value).

### VENDOR SETUP

- Vendor setup is from 2 pm until 10 pm on Friday and 6:30 am until 8:30 am on Saturday. We ask that you complete your setup before the doors open to the public on Saturday at 9 am and that you remain with us the entire two days of the Fair & Festival.
- Displays, merchandise and personnel must not block aisles or interfere with other booths.
- Please do your best to keep your display area and bird cages tidy.
- Hanging signs from the ceiling or on walls is prohibited but banners or sale items may be displayed from the drapery rods (backdrops). Other alterations to the backdrops or dividers, including moving or removing them is prohibited.
- You must remove all trash to the proper receptacles. All boxes and pallets must be placed in the Marpan Dumpster. All other trash should be placed in the trash cans inside the building or in the fairgrounds dumpster outside the back door.
- We recommend your booths be manned at all times during the event and all monies be removed from the venue each night. Security will be provided overnight on Friday and Saturday, however the Club is not responsible for lost or stolen items.
- No smoking is allowed inside the building.
- Please bring covering for your birds at night. The temperature in the building will be raised at night, but the front half of the building tends to be cooler than the back. We are not allowed to turn the system completely off.
- **Food Vendors:** The North Florida Fairgrounds charges a separate \$100.00 non refundable fee for 2 days for vendors selling food for human consumption on the grounds. This fee is in addition to the fee charged by the Big Bend Bird Club for your booth space(s). A \$75 fee is required for 220V hookups. Please let us know in advance and include this fee with your application, booth rental fee and if applicable the fee for selling human consumption items. There is no charge for 110 hookups.
- We endeavor to make everyone as comfortable as possible throughout the weekend and encourage you to let us know if a problem arises.

### LOADING AND UNLOADING

Vendors may use the large door at the front of the building and the entrance at the back of the building for loading and unloading. Please move your merchandise in as quickly as possible and make every effort to avoid blocking fire lanes. Immediately after unloading, all vehicles/trailers must be moved away from the front door which will be closed for the duration of the Fair. No vehicles are allowed inside the building or in the alleyway between buildings.

# FAIR RULES AND VENDOR INFORMATION CONT.

## LICENSES & PERMITS

Anyone displaying or selling exotic birds must possess a current Florida Fish and Wildlife Conservation Commission license as mandated under *Florida Statute 375.921*. It is the vendor's responsibility to obtain this license in advance of the event. You may contact them as follows:

FWC P.O. Box 6150 Tallahassee, FL 32314-1650 Phone: (850) 488-3641 Web: myFWC.com

**Please try to allow at least one month to receive your licenses and permits just to be safe!**

## SALES

- Exhibitors/vendors must abide by all Federal, State and Local laws, rules and ordinances.
- Vendors must keep a record of each bird sold. Records must include: the species of bird and the name, address, and phone number of the buyer.
- **Each vendor is responsible for collecting the 7.5% Florida Sales Tax. Forms will be provided for reporting taxes.**
- The Club is not responsible for any disagreements arising from items bought or sold at this event. Responsibility for the resolution of such disagreements rests solely between the buyer and seller.
- Cages must be clean and neat in appearance. Vendors will be asked to remove immediately any bird exhibiting signs of illness, or birds caged in unsanitary or inappropriate conditions.
- Please be responsible and do not sell unweaned chicks to people who are inexperienced in hand-feeding. Please, let's avoid an unnecessary tragedy. We will provide BBBC mentoring/contact information sheets to all vendors and request that you give one to anyone purchasing birds or other merchandise.

## PARKING & RV HOOKUPS

Parking is free; but there is a \$22 charge per night for RV hookups. The hookup includes water, electricity and dump site. This is a North Florida Fairgrounds charge and payment must be made to the Fairgrounds for each hookup before 5:00pm on the Friday before the event.

**Please contact Kim Scherer at (850) 878-3247 to make arrangements.**

## LODGING

The Club usually reserves a block of rooms with special rates at area hotels. Vendors are responsible for making their own reservations. We will send out e-mails regarding information relative to hotels when we obtain this information.

Remember that the Early Birds will be entered into the drawing for the Spa Suite. The Quality Inn & Suites of Tallahassee is the area hotel that arranges for the Early Bird Special Spa Suite for us.

*Please Note: The BBBC has no control over cost and is not responsible in any manner for hotel-related issues.*

## FOOD AND FUN

To show our appreciation for your participation in our Fair, the Club hosts a complimentary potluck dinner during setup around 7:00 pm on Friday evening and a continental breakfast Saturday morning.

**We promise to make this year's Fair and Festival the best ever!  
We advertise extensively via billboards, TV, newspapers, websites and radio  
and are committed to making your experience with us an enjoyable and profitable one.**

**Jill**