

Annual Huntsville Fair on the Square Rules and Guidelines

1. **The Fair on the Square is designated Rain or Shine**, meaning that the event will take place regardless of weather. Event may be delayed to allow weather to pass, but unless the Huntsville-Walker County Chamber of Commerce cancels the event **there will be no weather related refunds or exchanges of booth rental.**
2. **At 9:00 a.m. the Fair opens and at 5:00 it ends. WE EXPECT ALL VENDORS TO BE OPEN THE ENTIRE TIME.** Each vendor is responsible for setting up/taking down their own booth in a **timely manner**, but we will try to have some volunteers on hand to help if needed, **but no guarantees.**
3. **All vendors MUST be out of the area by 6:30 p.m SATURDAY evening.-NO EXCEPTIONS! If it takes you longer than this amount of time, please bring help. The city of Huntsville will bring in street sweepers at that time and must have all access to streets!**

Vehicles may be driven in the fair area for loading and unloading **ONLY!** **Booths 52-135 do not have direct vehicle access; if you are in this location you must carry items in from the corner. Bring your own dollies as the chamber will not supply these.**

Unloading:Unload quickly & move it out of the area **BEFORE** you begin your set-up. Ask for volunteer help if you need it!
Evening: Please pack up your merchandise from your booth **PRIOR to ENTERING THE FAIR WITH YOUR VEHICLE!**

At the end of the day, your vehicle will be allowed into the fair area **NO EARLIER than 5:15 p.m. to allow people to exit the fair safely.** Vehicles entering the fair area **BEFORE** the FOS committee or Chamber of Commerce staff authorizes entry **may be prohibited from having a booth next year.** .

4. **PARKING: DO NOT PARK** on 11th Street/Hwy 30 and on Sam Houston Avenue in front of area shops, in the Midway Plaza parking lot or the Donut Wheel parking lot on 13th Street. These businesses are open on Saturday and **YOU MAY BE TOWED AT YOUR EXPENSE IF YOU PARK THERE!**
5. **Cars MAY NOT be parked inside the perimeter of the fair area, unless prior arrangements have been made, but there is plenty of parking in other areas surrounding the fair.**
6. Booth spaces will be marked and numbered (some every other space). Exhibitors must supply their own tent, tables, chairs, signage, etc. **Booth spaces are 10' x 10'.** You **MAY NOT** utilize the sidewalk behind your booth or extend into the street in front of your booth with merchandise or equipment. If you have a pre-built booth, trailer, or other requirements greater than 10 feet, you **MUST** purchase additional space.
7. There is **NO HAWKING** from your booth and absolutely **NO SOLICITING OUTSIDE YOUR BOOTH.**
8. **Electricity and water is available to a limited number of food vendors ONLY** who have PRE-PAID!
9. **Booths are non-transferable;** booths are to be utilized by the vendor who purchased them. **All applications must be complete, specify items to be sold, and must be approved.** THE CHAMBER HAS THE RIGHT TO PROHIBIT THE SALE OF CERTAIN PRODUCTS. **NO ALCOHOL MAY BE DISTRIBUTED FROM YOUR BOOTH!**
10. **Exhibitors are responsible for clean-up in their area, PICK UP YOUR TRASH and carry to dumpsters, etc. Leftover products, equipment, trailers, trash, etc. MUST be removed from the fair area immediately following the show. DO NOT LEAVE ANYTHING to be picked up at a later time.**
11. **The Huntsville-Walker County Chamber of Commerce is not responsible for lost, stolen or damaged articles or personal injury Friday evening October 1st and Saturday, October 2nd.**
12. **We have the right to refuse service** to anyone and to prohibit a vendor from returning to the Fair on the Square if they disregard the rules and/or do anything that is not in the best interest of this community development event.
13. **FOOD Vendors MUST sign and post the FOOD VENDOR RULES in their booth.** Food permits MUST be sent to the chamber AND displayed in booth as well.

FAIR ON THE SQUARE POLICY: As proposed by the Fair on the Square committee THE FAIR ON THE SQUARE IS AN ARTS, CRAFT AND ENTERTAINMENT FAIR FOR THE PURPOSE OF PROMOTING BUSINESS AND TRADE IN THE LOCAL ECONOMY, AND ENCOURAGING VISITORS TO OUR COMMUNITY. IT IS THE POLICY OF THE HUNTSVILLE-WALKER

COUNTY CHAMBER OF COMMERCE THAT NO EXHIBITORS WHO ARE REPRESENTING ANY POLITICAL PARTY, CANDIDATES FOR ELECTED OFFICE OR POLITICAL ACTIVITIES INCLUDING VOTER REGISTRATION MAY PARTICIPATE IN THE FAIR ON THE SQUARE. ANY BOOTH OF THIS TYPE WILL BE PROHIBITED. ALL PARTICIPANTS PURCHASE A BOOTH FOR THE EVENT AND ALL ACTIVITY IS INTENDED TO OCCUR WITHIN THE CONFINES OF THE RENTED BOOTH SPACE (OR OTHER ASSIGNED AREA). THERE WILL BE NO MARKETING, PROMOTING AND/OR ADVERTISING OF ANY OTHER BUSINESS OR SERVICE OTHER THAN THOSE WHO HAVE PAID TO PARTICIPATE. PERSONS WHO ARE NOT PAID PARTICIPANTS WHO ENGAGE IN PROMOTING ANY BUSINESS, TRADE, EVENT OR PERSON ARE PROHIBITED.