



The Arab Downtown Association invites you or your organization to participate in the 34<sup>th</sup> Annual Poke Salat Festival, May 18<sup>th</sup> and 19<sup>th</sup>, 2018. We expect two great days of festivities and we'd like you to be a part of the fun.

The Poke Salat Festival is held throughout Historic Downtown Arab, Alabama. The Festival includes Artisan Avenue, which is an area dedicated to handcrafted items, civic group and commercial vendors, multiple areas of entertainment, interactive displays and demonstrations, a fun pet parade, a food court, Corn Hole Tournament, and more fun. The Chamber of Commerce hosts a Bluegrass Band Competition on Saturday with cash prizes for the top bands.

The Festival centers around the dish "Poke Salat" which is cooked poke weed, a plant that grows wild in the region.

**Booth space is limited. Apply early for best rates!**

Applications are due by April 1, 2018. Applications, including full payment, must be received or postmarked by this date to receive the early-bird discount. Vendor guidelines and an application are enclosed.

Please read the vendor guidelines carefully. If you have additional questions after reading the guidelines, you can reach our Planning Committee and Vendor Coordinators at [pokesalat@gmail.com](mailto:pokesalat@gmail.com). We'll answer as quickly as possible.

**We look forward to you be a part of the 34<sup>th</sup> Annual Poke Salat Festival.**

**Dawn Sparks 256-200-5270**  
**Kathy Ramsey 256-586-0345**  
**Arab Chamber of Commerce 256-586-3138**  
[pokesalat@gmail.com](mailto:pokesalat@gmail.com)  
[www.pokesalatfestival.com](http://www.pokesalatfestival.com)  
[www.facebook.com/pokesalat](http://www.facebook.com/pokesalat)

## **Poke Salat Festival Vendor Guidelines**

Please save this page for reference.

**Booth space is limited. Apply early for best rates!** Applications are due by April 1, 2018. Applications, including full payment, must be received or postmarked by this date to receive the early-bird discount.

Vendors are selected based on merchandise, product variety, product appropriateness, and space availability. Applicants must complete the "list of merchandise" section of the application, listing all items that will be sold at the festival or services provided. Yard sale and second hand items are not allowed.

Raffles are limited to non-profit/civic groups and must be approved by the Planning Committee and Vendor Coordinators.

**Soliciting/distribution of materials or products outside of allotted vendor space is not allowed.** Vendors are not allowed to move their vendor space. If there is a problem, please see a volunteer at the Information Booth.

Our Vendor Coordinators will contact vendors directly when their application has been approved for the event. **Until you are contacted, you are not approved.** You will typically be notified within a week of receipt of your application, by email. If you do not have an email address, a Vendor Coordinator will phone.

We have two booth types available: table spaces and tent spaces. The table spaces are perfect for artisans or crafters that have a small amount of merchandise and businesses or groups that want to hand out information or pamphlets. The tables spaces are located on the sidewalks that run along Main Street, and average 12' wide by 3' deep. The tent spaces are located throughout the festival area in various locations and are 10' x 10'. You may rent multiples of either type booth, as long as space is still available.

**No food items may be sold or given away**, with the exception of non-profit groups holding bake sales. Bake sales and canned food are accepted on a limited basis. See application for Board of Health requirements.

Vendors must furnish their own free-standing tents (with weights), tables and displays. **Note:** Vendor space may be assigned on concrete sidewalk, grass, or asphalt parking lot which may or may not be level. Coordinators will do their best to place each vendor in as level a spot as possible. **Tents and umbrellas are not allowed in the table spaces along Main Street.**

All items for sale, personal items, chairs, boxes and other items must remain inside your rented space. Please do NOT set your chairs and boxes along the sidewalks blocking foot traffic. At all times, vendors must keep their space clean and orderly. Vendors are responsible for removing trash from their space and disposing it in the trash cans provided.

Direct Sales vendors are limited to one for each company and each vendor may represent only one company.

The Festival does not give product exclusivity, but reserves the right to limit the number of vendors with similar products.

All vendors are required to remain open until 7:30 both nights. On Friday night, the entertainment will continue until 9 pm, and on Saturday until 8 pm. If you wish to remain open until the entertainment ends, you are welcome but will need to provide battery lighting. To provide the best experience for Festival attendees, early departure is not allowed.

**PLEASE NOTE:** After 1:00 pm on Friday and 9:00 am on Saturday, vehicles will NOT be allowed into the Festival area until after the entertainment ends each night. Everything must be walked or carted out to your vehicle in the parking area. Bypassing City roadblocks could result in tickets and fines.

### **Check In, Set-up and Booth Assignments:**

You will receive your booth assignments when you check in at the Information Booth, located at the corner of 1<sup>st</sup> Ave NW and 1<sup>st</sup> Street NW. Please refer to the enclosed map for directions to the Information Booth. Please move to your space, unload and move your vehicle BEFORE setting up.

Vendor check-in begins at 10 am on Friday, May 18<sup>th</sup>. Because food and games vendors will be setting up earlier, vendors will not be allowed to check in or set up until 10 am. Set up for all vendors MUST be complete and ready to open by 1:30 pm on Friday and 9:30 am on Saturday. All cars must be moved to the parking areas by 1 pm. The volunteers at the Information Booth will direct you to parking areas.

Please provide a cell phone number on the application for text alerts in the event of approaching bad weather. This should be a number that will be at your booth the majority of the festival.

Electricity and water are not available.

The Poke Salat Festival is an outside event, held rain or shine. No refunds are given.

We are not accepting Food Vendor applications for the 2018 show. Spaces in the Food Court are filled by invitation to returning vendors first. If you would like to be placed on a waiting list, please email [pokesalat@gmail.com](mailto:pokesalat@gmail.com) with a list of food items you vend.

Games and interactive vendors are selected based on variety, appropriateness and space availability. Please email [pokesalat@gmail.com](mailto:pokesalat@gmail.com) to inquire about applying.

**Security:** Overnight security is **not** provided. Each vendor exhibits all work at his own risk. The Festival promoters, Downtown Association, Merchants, Chamber of Commerce and City of Arab assume no responsible for damage, theft, or loss of items.

# 2018 Poke Salat Festival Vendor Application

Downtown Arab, Alabama

Applicant: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Facebook Page or Website: \_\_\_\_\_

Text Alert #: \_\_\_\_\_ (cell phone number for emergency weather alert texts)

Please indicate the number of booths you need.

Table Spaces (avg. 3'x12') Qty \_\_\_\_\_ x \$30 \_\_\_\_\_ After 4/1/18 \$40

Tent Spaces (10'x10') Qty \_\_\_\_\_ x \$50 \_\_\_\_\_ After 4/1/18 \$60

\_\_\_\_\_ I would like to be considered for Artisan Alley - 100% handcrafted items.

\_\_\_\_\_ I am an Emerging Artist (Student K-12th grade, \$10 discount per space)

## Vendor Type:

\_\_\_\_\_ Artisan/Crafter 100% handmade

\_\_\_\_\_ Business/Commercial Retail

\_\_\_\_\_ Handmade and Resale mixed

\_\_\_\_\_ Direct Sales Company

\_\_\_\_\_ School/Scout/Church/Civic Group

\_\_\_\_\_ Business Information

\_\_\_\_\_ Other \_\_\_\_\_

Items for Sale, description of business or information you will be providing. All items for sale must be listed.

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## Direct sales companies

Direct sales representatives are limited to one vendor per company and each vendor can only register to represent one direct sales company.

## Bake Goods/Canned Foods:

Bake Sale items may only be sold by NON-Profit groups for fundraiser, businesses that have a Board of Health permit, or individuals that hold a Cottage certificate from the Board of Health. A copy of the certificate must be provided with application. The Marshall County Board of Health may be on site to inspect vendors selling food items, including bake sale items. The Planning Committee reserves the right to limit the number of vendors selling baked goods. **Allowable products include** baked goods that do not need refrigeration; canned jams and jellies; dried herb mixes; candies; and other similar products. No low acidic canned foods, relishes, pickles, cheeses or meats can be sold. **No food items can be sold at this event that have been prepared for more than 72 hours prior to the end of the festival (7:30 pm Wed. May 16, 2018)**

**Set Up:**

Vendor space assignments will be available onsite when you check in at the Information Booth. Please move to your space, unload and move your vehicle BEFORE setting up. Food, activities and games vendors **must** check-in from 7 am to 10:00 am on Friday, May 18<sup>th</sup>. All other vendors may check in beginning at 10 am on Friday, May 18<sup>th</sup>. All cars must be moved to the parking areas by 1 pm. Set up for all vendors **MUST** be complete and ready to open by 1:30 pm on Friday and 9:30 am on Saturday.

**The Poke Salat Festival is an outside event, held rain or shine. No refunds are given.**

**Booth space is limited. Apply early for best rates!** Applications are due by April 1, 2018. Applications, including full payment, must be received or postmarked by this date to receive the early-bird discount.

Checks should be made payable to "Poke Salat Festival".

**Mail to: PSF, 50 N Main Street, Arab, AL 35016**

Hold Harmless, Liability statement: Arab Downtown Association, The City of Arab, Arab Chamber of Commerce, Festival planners, Downtown Business Owners will not, under any circumstances, be held liable in case of damage due to fire, theft, breakage or any other loss to exhibitors or their property.

By signing below, I am indicating that I have read the vendor guidelines and Hold Harmless, Liability statement and I am stating that I agree with the rules and terms outlined, and I, and anyone that shares my booth space, will abide by these terms.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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