



**Cottontail's Arts, Crafts, & Gifts**  
**March 1-3, 2024**  
**Move-In Date Feb. 28 & 29**  
**Birmingham Jefferson Convention Complex**  
**2100 Richard Arrington Jr Blvd N 35203**

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bus. # \_\_\_\_\_ Cell # \_\_\_\_\_

Web Site \_\_\_\_\_ E-mail \_\_\_\_\_

Items To Be Sold \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Booths Size Requested - Please Check the Following:**

\_\_\_\_\_ 10 x 10 \$345.00    \_\_\_\_\_ 10 x 20 \$690.00    \_\_\_\_\_ 10x30 \$1035.00    \_\_\_\_\_ 10x40 \$1380.00  
 \_\_\_\_\_ Perimeter Booth (\$40 added per 10x10 space billed when assigned)

All booths are cubes with a corner for display, except booths around the perimeter. We only provide an 8 foot tall curtain. Tables, chairs, etc., are your responsibility. All booths have access to electrical and telephone service (not included in booth price.) Decorator and utility services can be ordered online 30 days prior to the show. These services are not purchased through us. Completion of this application does not guarantee participation. Wait for confirmation.

First Time to Exhibit With Us? No \_\_\_\_\_ Yes ( Please include 4 photos.) \_\_\_\_\_

Request Morning Set Up Time? No \_\_\_\_\_ Yes \_\_\_\_\_

Request Booth from 2023? No \_\_\_\_\_ Yes \_\_\_\_\_

2023 Booth (s) 1. \_\_\_\_\_ # \_\_\_\_\_ 2. \_\_\_\_\_ # \_\_\_\_\_

3. \_\_\_\_\_ # \_\_\_\_\_ 4. \_\_\_\_\_ # \_\_\_\_\_

**Payment:** \$100.00 deposit per 10 x 10 booth requested is due when applying for show. Entire fee due if application is made less than 90 days before show:

Amount Paid: \_\_\_\_\_

Deposit is returned if application is not accepted.

Date Paid: \_\_\_\_\_

Cash: \_\_\_\_\_

Payment does not guarantee acceptance . Wait for confirmation.

Check # \_\_\_\_\_

Visa, MasterCard, American Exp. or Discover # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_ Amount to charge \_\_\_\_\_

Billing Address of card: \_\_\_\_\_  
 \_\_\_\_\_

**New exhibitors must send 4 photographs that include the following:**

(Your application will not be processed without all of these photographs.)

One photograph of your display.

Three photographs of the merchandise you plan to sell.

**Partial Rules List:**

Booths selling items other than those listed on the front of this contract will be closed at the discretion of management with no refund given.

Do not send samples.

Fragrant items must be sold in airtight packages. Candles may not be lit. We do not allow the use of fragrant light rings.

Unprofessional conduct will not be allowed, including but not limited to profanity, drug or alcohol use or inappropriate dress.

No signs with sale prices or advertised discounts will be allowed.

No early breakdown of booths.

Each booth must be attended during published show hours.

Selling or sharing your booth space is not allowed.

Complete rule list available at [www.christmasvillagefestival.com](http://www.christmasvillagefestival.com). Click vendor documents.

**Refund Policy:**

Cancellation 120-145 days before show set up day—full refund less \$25.00 bookkeeping fee.

Cancellation 100-119 days before show set up day—full refund less \$50.00 bookkeeping fee.

Cancellation less than 99 days before show set up day—no refund.

**Contact Us:**

**Christmas Village Festival Inc.**

**P O Box 101441**

**Birmingham, Al 35210**

**(205) 836-7178 [Christmasvillagefestivalinc@gmail.com](mailto:Christmasvillagefestivalinc@gmail.com)**

I (we) the applicants do expressly release the producer BCBW Inc. of and from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental of said space by the exhibitor, and agree to hold the producer harmless of any damage by reason thereof. I have read the rules and will abide by any and all rules and regulations.

**Signature: \_\_\_\_\_**