

*City of Macclenny & Macclenny Fire Department's
Annual Lighted Christmas Parade & Festivities*

*First Saturday in December
(Deadline: 11/20/2023)*

BOOTH FORM

Macclenny Fire Department
139 E. Macclenny Avenue
Macclenny, Florida 32063
904.259.3331
904.259.8421 (FAX)

Name of Organization: _____

Contact Person: _____

Address: _____

Phone (Day): _____

Night: _____

E-mail: _____

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FEES \$25.00 donation for all booths requested

Make Checks payable to (City of Macclenny)

BOOTH TYPE: ** Booths with power & water are limited **

___ Requires Electrical Power ___ Requires Water ___ # of Spots

Check one

___ Food (type) _____

___ Crafts (type) _____

___ Merchandise (type) _____

___ Informational (type) _____

___ Games (type) _____

___ Other (type) _____

Person in charge of booth: _____

NOTE: Booth participants / organizations are responsible for their required State & County sales tax. max **3 booth's per vender**. Booth sizes are 10 X 10, you are responsible for your own tents, chairs, tables, power cords, water hoses ect.

Christmas Booth Event Information

- **Set up Time:** As early as 6:30am-9:00am

- **Stat Time:** 10:00am

- **Break down time(end of vending):** 4:00pm. ○ *****THERE ARE NO EXCEPTIONS, by 4pm every booth must be off of US 90 as the parade will start shortly after.

- **Booth Numbers:** Booth numbers will be spray painted on the curb or street.
 - (keep in mind the spots are 10x10, if the legs of your tent slant outwards your tent will exceed the maximum spot)

- **Booth number assignment:** You will be contacted via phone between the dates of *******Nov. 27th and Dec 1st.*****
 - Please refrain from calling and asking unless you have not been contacted by the 1st at 4pm.
 - Please be sure your application has a valid phone number and email.

- **Return of booth forms:** Please return booth forms to:
 - Macclenny fire rescue station 1
139 East Macclenny Ave
-or-
 - City Hall
118 East Macclenny Ave