

## Christmas Booth Event Information FAQ

- **Set up Time:** As early as 6:30am-9:00am (!!!!If you are bringing a food trailer and will be in city hall parking it is preferred you set up the afternoon before. Contact Paula Thames to arrange a set up time.)
  
- **Start 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. If you are on a side road you will need to break down or move further from the intersection to make room for the crowds to watch the parade.
  
- **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. 29th and Dec 6th.**\*\*\*
  
- Please refrain from calling and asking unless you have not been contacted by the 6th at 4pm.
  - Please be sure your application has a valid phone number and email.
  
  - Please also note: Business owners on 90 are allowed priority of the booth spots in front of their business.

- **Return of booth forms:** Please return booth forms to:
  - Macclenny fire rescue station 1 **BY NOV. 25TH,2024.**  
139 east Macclenny ave  
-or-
  - City Hall  
118 east macclenny ave

**\*\*\*\*\*WATER AND POWER SPOTS ARE LIMITED\*\*\*\*\***

### **Booth Forms:**

- Please be sure to list in as much detail as possible on the forms as this will help us with placement and avoid any last minute movement of spots.

- Please note on the form if you are with someone so that you can attempt to be placed next to that booth.

- Forms may be turned in via mail or in person ONLY.  
Applications via fax or email will not be accepted.

**Parking:** You will **NOT** be able to park near your booth space. Parking is wherever you can find it on the side roads. You may pull up to unload. If you have a disability please Contact Paula Thames to make arrangements.

**Cancellations/Late:** If you need to cancel or are running late please reach out to Paula Thames so we may open your spot or get you in.

*City of Macclenny & Macclenny Fire & Rescue  
Departments Annual Lighted Christmas Parade Festivities*

## **First Saturday in December**

(Deadline: November 25th, 2024)

### **Booth Form**

Macclenny Fire & Rescue Department  
139 E. Macclenny Avenue  
Macclenny, FL, 32063  
904-259-3331

Name of Organization: \_\_\_\_\_

Contact person #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person #2: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Nighttime Phone: \_\_\_\_\_

Valid E-mail address: \_\_\_\_\_

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**FEES: \$25.00<sup>donation</sup> per 10x10 Spot-**(Make Checks payable to City of Macclenny)

\*Cashiers checks are accepted.

**\*\*\*Booths with power and water are LIMITED\*\*\***

**Booth Type:** (mark all that apply)

Water: \_\_\_\_\_ Electricity \_\_\_\_\_ # of spots: \_\_\_\_\_

\*\*\*Location Last year (If applicable) \_\_\_\_\_

**Check all that apply:**

Food(Type): \_\_\_\_\_

Crafts(Type): \_\_\_\_\_

Merchandise(Type): \_\_\_\_\_

Information(Type): \_\_\_\_\_

Games: \_\_\_\_\_

Other: \_\_\_\_\_

\*\*\*Booth Participants are responsible for their required state and county sales Tax. \*\*\*