

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: _____

FEES: \$25.00^{donation} per 10x10 Spot-(Make Checks payable to City of Macclenny)

*Personal checks, cashiers checks, money orders and cash are accepted. **No credit/debit cards will be 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. ***