

Sidewalk Arts Stroll Policies/Procedures

CHECK-IN

Please report to lobby of former Regions Bank Bldg on the Square **between Noon and 4pm** to get your space assignment and sign receipt of tax information/statement of liability. This is the historic, white columned building at the SW corner of the Square and Fountain Cir.

ALL artists/vendors will need to file and pay their sales tax before the end of the night at this same area.

The Arts Stroll begins at 4:30; We ask all artists/vendors to have their space set up by this time. Further, this allows you to sell to the 2,000 downtown workers as they leave their office buildings.

SETUP/UNLOAD

We have two options for set up: (1) 10 x 10 spot for use with or without a canopy.

(2) 12 ft length x 4 ft width for setup without a canopy. For this option,

You can have up to **2 standard 6 foot tables (3ft width end to end). No L-shaped formations.** All spaces are approximately **12 ft in length with 4 ft depth along the walkways.**

You must provide sufficient space on the sidewalk for groups of people to without forcing people into the streets.. Participants are allowed to bring their own food/beverage for personal consumption only. Access to electricity must be requested on application or prior to show. **NO ELECTRICAL CORDS CAN BE EXTENDED ACROSS THE SIDEWALK.**

You will need to bring your own outdoor extension cord to connect. 25ft min. length suggested.

SAFETY/TRAFFIC CONTROL

You must not block traffic around the courthouse square while unloading your vehicles.

Vendors who disregard these rules threaten public safety and their registration will be CANCELLED

You will need to unload quickly using your flashers. Do NOT set up your booth as you unload. Move your vehicle IMMEDIATELY after unloading to parking located immediately off the square YOU MAY NOT LEAVE YOUR VEHICLE IN THE ONE-HOUR PARKING PLACES AROUND THE

SQUARE. Police officers will patrol area to ensure compliance. Abundant parking is available off the square. Municipal Garages are on Gates Avenue (immediately adjacent to the Square) and Clinton Street (two blocks north of the Square). Metered parking lot is at Eustis Ave and Greene St. just east of the Square. All normal city parking regulations apply as posted by the City. Street meters are free after 5pm unless otherwise posted.

IMPORTANT !!!!!

Vendors are required to collect and report a total of 8% sales tax on total sales. All vendors must report to SAS headquarters BEFORE LEAVING each event to turn in your completed tax form and payment. You must turn in a declaration of sales even if your sales were -0-. Failure to comply can result in cancellation of participation in future Arts Strolls. All vendors will have tax forms included in their registration packet. If you file your own taxes You must provide copies of licenses for EACH tax authority: City of Huntsville/ Madison County/State of Alabama. Performers who do not sell merchandise do not file tax forms.

The sponsors and coordinators of this event assume no responsibility for the personal safety, property and/or merchandise of any participant. ***The event ends at 8:30. Please turn in tax form, payments and locations signs at this time.*** Vendors may use dismantle exhibit space at your discretion.

There is no Rain Date planned for this event.

www.SidewalkArtsStroll.com