

## Festival of Trees

The Festival of Trees is a West Jefferson High School Alumni event. This year the event will take place on November 19-22 (always the week before Thanksgiving).

The Alumni can always use volunteers (women and men) before and during the event. They will begin setting up the Christmas trees inside the Town Hall on October 5 and the decorating process will start on October 12. They have had several key workers that will not be able to help this year. They need your help to make this a successful event.

The proceeds from the event go toward WJ Alumni Scholarships and to the West Jefferson Elementary School.

The Alumni can always use your help. You don't have to have attended WJHS or live in WJ.

### **VOLUNTEER / TREE DECORATING**

For information on how to volunteer or decorate a Christmas Tree:

Jennifer Stewart - 205-999-4205

## To Sign Up to be a Vendor (Gym)

Please make sure you read all carefully.

Check the website [www.townofwestjefferson.com](http://www.townofwestjefferson.com) for the current in-person sign-up days.

### **IMPORTANT - FOR IN-PERSON VENDOR SIGN-UP**

**Download and complete two forms to bring with you on that day:**

**1) One for us 2) One for you to keep for your records.**

**Bring two copies of each vendor form, your payment, and photos to the in-person sign-up.**

### **VENDOR INFORMATION**

Sonya Nix - 205-601-5801

Smokey Parker - 205-260-8422



**NOVEMBER 19-22**

# Festival of Trees

BENEFITTING ALUMNI SCHOLARSHIPS AND WEST JEFFERSON ELEMENTARY

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**West Jefferson Community Center**

7000 West Jefferson Road

Quinton, AL 35130

[www.townofwestjefferson.com/festival-of-trees](http://www.townofwestjefferson.com/festival-of-trees)

**Beautifully Decorated Trees,  
Courtyard, and Community Center**



**THURSDAY-SATURDAY | 4:00 P.M. UNTIL 9:00 P.M.**

**SUNDAY | 12:30 P.M. UNTIL 6:00 P.M.**

**Chili Supper Daily,  
Butterbeans & Cornbread on Sunday**

**PICTURES WITH SANTA - BAKE SALE - SWEET SHOP - VENDOR BOOTHS**

**Admission \$3.00 cash or check**

**Children 6 and under FREE**

## Vendor Agreement

### West Jefferson Alumni Festival of Trees 2026

I release WJHS Alumni Association and the Town of West Jefferson from being held responsible for any injury or lost or stolen or damaged merchandise from the rental space/property by the exhibitor during the Festival of Trees. You agree to hold them harmless from any damage inside or outside the Festival of Trees.

We have the right to determine who can participate, what is sold and what space it will be sold.

By signing this agreement, it clearly means you Agree, Understand and Accept all the forms (including this form) you have read and signed today.

#### SIGNATURE

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor Application Form

Spaces are limited and can't be held without payment, completed/signed forms and required photos. ALL must be received to reserve your spot. Should you have any questions or need information contact Sonya Nix 205-601-5801 or Smokey Parker 205-260-8422.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of your item(s) that will be displayed at your booth space  
(description must match the photo(s) you submitted):

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### BOOTH TABLE OPTION

Please check one of the options below. Make sure you are certain of your answer - it CAN NOT be changed later! The men will use this form to set up each booth days before the Festival begins in your 8 ft x 6 ft space(s).

**OPTION A** YES ☐ I paid for 1 table / need 1 table ☐ I paid for 2 tables / need 2 tables

**OPTION B** NO ☐ I do not need a table - I will bring my own table or display item.

I have read and acknowledged the - Vendor Application

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THIS AREA TO BE COMPLETED BY WEST JEFFERSON ALUMNJ ONLY (Check Off List):

Check off as completed:

- ☐ **(Given)** Handout with dates/times of Festival of Trees (which also shows set up days/times)
- ☐ **(Given)** Vendor Application Form
- ☐ **(Given)** Vendor Guidelines 2026
- ☐ **(Given)** Vendor Agreement Form
- ☐ **(Given)** Receipt to the Vendor
- ☐ **(Received)** Photo(s) of booth items

## Vendor Guidelines 2026

1. You must sign up in person or send someone to do it for you. The Alumni doesn't have the capability to sign anyone up online, by mail or over the phone.
2. Method of Payment: Cash or Check (payable to WJ Alumni Association).
3. You must bring a photo of the main item(s) that you will be selling at your booth. We will keep the photo with your vendor paperwork.
4. We will limit (3) Vendor of the same type of merchandise to be sold at the festival (Examples: candles, jewelry, clothing, etc.). We will limit (2) Vendor of the same company to be sold at the festival (Examples: Mary Kay, Tupperware, etc.).
5. Upon arrival on your set up assigned day, you will find your vendor number(s) taped to your reserved space. This will be the vendor number(s) that was on your paperwork you received when you signed up.
6. You will unload/set up on the specific assigned day(s) that will be given to you today. There will not be any help available to assist you unload or load this year. Every booth must be completed on or before Wednesday (set up and ready to sell by 3:00 on Thursday). Absolutely no set up on Thursday!
7. After you have unloaded your items in front of the Town Hall/Gym, please move your vehicle to the parking lot. The days of the event please park in the back of the building.
8. You will receive (2) Vendor Badges for admittance each day. All other vendor helpers will pay regular admission price. Please wear your badge everyday. The badges are to be turned back in on the last night of the festival.
9. Tents or Frames will not be allowed.
10. No cords are allowed to run across the aisles.
11. Nothing can be nailed, stapled or attached to the inside of the gym walls or surfaces.
12. No Yard Sale or Used Items are to be sold at your booth. All items must be new or handmade.
13. No vendor spots will remain empty!
14. Fees are Non-Refundable.
15. **If you can't fulfill your obligation of being a vendor the week of the event - you must give us a 24 hour notice or if an emergency arises, call Sonya Nix 205-601-5801 or Smokey Parker 205-260-8422 (ASAP). Your booth space(s) will have to be given to the next person on the waiting list.**
16. Vendors may not close or disassemble their booth before Sunday at 6:00. If you have an emergency during the event, you are allowed to cover up your items. Don't take out your items before the event is over.
17. Only food can be sold at a booth that is packaged. No beverage items can be sold.
18. No pets are allowed at your booth at any time. All service animals must have authorized/certified papers.
19. Poster, signs or flyers for advertising your booth are only allowed inside your area.
20. After tables, etc. are set up in your 8 ft x 6 ft booth area - NONE of it can be moved or removed. All displayed items must remain within your assigned area. Aisles must be left open and set-up a certain way (per the vendor booth gym map that you were given).
21. We have the "Right to Refuse."
22. Reminder - your booth area is 8 ft x 6 ft!
23. Dispose of any garbage each day in the trash can inside the gym.

### I have read and acknowledged the - Vendor Guidelines

Your Signature: \_\_\_\_\_

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