

Christmas Booth Event Information FAQ

**APPLICATIONS DUE BY: NOVEMBER 9TH
OR UNTIL FULL**

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

⚠ If you are bringing a food trailer, especially in city hall parking ⚠ **Contact Paula Nadeau to arrange a set up time.**

- **Start Time:** 10:00am- People will begin walking down the street.
- **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 measurement of 10x10)
- **Booth number assignment:** You will be contacted via phone between the dates of *****Nov 27th through December 4th******.
 - Please refrain from calling and asking for your booth number unless you have not been contacted by ****4pm on December 4th *****.
 - 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. 9TH, 2026.**
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, what is at your booth, 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. This IS NOT a guarantee!!!

- 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 Nadeau to make arrangements.

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

Clean Up: Please remember to take care of any trash before heading out—we all play a part in keeping our town beautiful. A large dumpster will be located behind city hall.

FOOD TRUCK/TRAILERS: Due to the popularity of this event and limited space, the number of food trucks, trailers, or business trailers is restricted. We reserve the right to turn away any booths we are unable to accommodate. Please contact Paula Nadeau for more information.

Please include the size of your trailer on your application including the tongue length so we can accommodate space for your trailer.

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

First Saturday in December (12/5/26)

Deadline: November 9th, 2026

-or-

Until all spaces are full

Booth Form

Macclenny Fire & Rescue Department
139 E. Macclenny Avenue
Macclenny, FL 32063
904-259-0989 or 904-259-3331

Name of Organization: _____

Contact person #1: _____ Phone: _____

Contact Person #2: _____ Phone: _____

Valid E-mail address: _____

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

*Cashiers checks are accepted. Cash Accepted.

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

Food Trucks/Trailers will be limited

Booth Type: (mark all that apply)

Water: _____ Electricity _____ # of spots: _____ (MAX OF 3)

******Location Last year (If applicable)** _____

Check all that apply:

Food(Type): _____

**** FOOD TRUCK/ Trailer? Y N -----> SIZE: _____**

Crafts(Type): _____

Merchandise(Type): _____

Information(Type): _____

Games: _____

Other: _____

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