



## Cowboy Day 2014 – February 15, 2014 Vendor Application

Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Cell): \_\_\_\_\_

List and describe the products to be sold in your booth.

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### ELECTRICAL REQUIREMENTS

\$15 each for each electrical outlet

How many outlets \_\_\_\_\_ Amps \_\_\_\_\_

**We have limited electrical outlets and as such, will only offer electrical connections for craft/other vendors who MUST have electrical for their booth.**

- Vendors Must Provide Own Extension Cords (Extra Heavy Duty Construction grade)
- Your System Must Be In Good Working Order And Will Be Subject To Inspection
- Outlets Are For Purpose Of Preparing/Displaying Product

Electrical Outlet will be used for: \_\_\_\_\_  
(please be specific i.e. computer, lamp display)

**DUE TO LIMITED ELECTRICAL CAPACITY WE ARE UNABLE TO  
PROVIDE ELECTRICAL OUTLETS FOR FANS.**

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**Arts/Crafts/Informational Booths: Approximately 10' x 10' @ \$40.00 per space**  
Number of spaces desired \_\_\_\_\_ @ \$40.00 each = \$\_\_\_\_\_

**Children's Activity (Stationed) Booths: Approximately 10' x 20' @ \$60.00 flat fee per space (Examples: games, space bounce, rock climb, etc.)**

Number of spaces desired \_\_\_\_\_ @ \$60.00 each = \$\_\_\_\_\_

Arts/Crafts/Informational/Children's Activity booths are subject to approval.

**TOTAL DUE AND ENCLOSED: \$\_\_\_\_\_**  
**Including electricity and booth space(s)**

**Booth spaces are flat fees – no commissions will be collected.**

**MAKE CHECK PAYABLE TO: COLUMBIANA LIBERTY DAY**

**Hold Harmless and Indemnification Agreement**

We, the undersigned for and in consideration of permission and space to participate in Cowboy Day, agree to indemnify, hold harmless and defend the City of Columbiana, AL its officials, representatives, agents, servants and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for Cowboy Day, participating in Cowboy Day or departing from Columbiana Cowboy Day. I have read and fully understood the above Hold Harmless and Indemnification Agreement.

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

Signature of Parent/Legal Guardian (If Applicant is under 19) \_\_\_\_\_ Date: \_\_\_\_\_

**Mail Application and Payment to:**

**Cowboy Day  
c/o City of Columbiana  
107 Mildred Street  
Columbiana, AL  
35051**

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### VENDOR RULES

#### Applications

- Applications will be accepted until February 12, 2014 (postmark or delivery date) provided space is still available.
- Should The City of Columbiana receive a returned check from a vendor, that vendor will be billed an additional \$25.00 for returned check fee. If that vendor does not satisfy the check before the event; the vendor will not be allowed to participate.
- Incomplete applications and applications without vendor fees will not be accepted. Please call if you have any questions about filling out the form.
- Applications will be reviewed as they arrive and a determination will be made to either accept or reject the application. Vendors are selected based on merchandise, product variety, and space availability. If your application is rejected, your check will be returned to you along with a letter of explanation.
- Application fees are non-refundable unless the application is not approved.

#### Booth Spaces

- 10' x 10' (approximate) spaces for vendors will be marked. No spaces are "promised" spaces. We will attempt to honor requests for a specific space, but **we are unable to guarantee a specific space.**
- Duplicate vendors will be separated as much as possible, but no one will be relocated if this does occur.
- No spaces shall be used for vehicles.
- You must provide your own racks, tent, tables and chairs, covers, etc.
- Any tent or shelter must be freestanding.
- All vendors must be set-up by 9:00 a.m.
- Should you need additional information please contact Helen Dean at (205) 669-5808.

#### Miscellaneous

- No alcohol or drugs will be tolerated.
- All pets must be on a leash or in carriers.
- If you sell knives at your booth you **MUST** display a sign and **ENFORCE** the following: Knives will only be sold to ages 18 and over
- **Vendors are responsible for clean up of their rented space.**

#### Sales Tax

- Applicant is responsible for paying all applicable sales tax. Forms will be provided by the Revenue Officer for the City of Columbiana.

**Cowboy Day is a rain or shine outdoor event. No refunds will be given.**