



33rd Annual Liberty Day

June 29th, 2019

Arts, Crafts, Information & Children's Activity 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.

ELECTRICAL REQUIREMENTS

\$20 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 ONLY

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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Fees for Columbiana Liberty Day Vendors

Vendor Type (Space dimension is approximate)	Fees Received	Fees Received
	March 1 – May 31	After June 1
Arts & Crafts or Informational Vendor - 10' x 10'	\$90	\$120
Additional 10' x 10' space	\$75	\$75
Children's Activity (Space bounce, rock wall, train, etc...) – 10' x 10'	\$125	\$150

Arts/Crafts/Informational Booths: Approximately 10' x 10'
Number of spaces desired _____ = \$ _____

Children's Activity (Stationed) Booths: Approximately 10' x 20' per space
(Examples: swings, space bounce, rock climb, train, etc.)

Number of spaces desired _____ = \$ _____

A photo of your display/booth MUST be provided when submitting an application. Applications without a photo will not be considered.

Arts/Crafts/Informational/Children's Activity booths are subject to approval by the Liberty Day coordinator.

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

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

Beginning June 1, 2019 application fees must be made by Cash, Money Order or Certified Check and will be subject to availability and additional fees.

MAKE PAYABLE TO: COLUMBIANA LIBERTY DAY

Mail Application to:
Columbiana Liberty Day
Attn: Elizabeth M. Smith
P.O. Box 1000
Columbiana, AL 35051

Contact Liberty Day Director: Elizabeth M. Smith @ 205-669-5808 or
esmith@cityofcolumbiana.com with questions

Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in Columbiana Liberty 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 Columbiana Liberty Day, participating in Columbiana Liberty Day or departing from Columbiana Liberty 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: _____

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PLEASE KEEP THIS PAGE FOR YOUR RECORDS

VENDOR RULES

Applications

- **Applications will be accepted until June 17, 2019** (postmark or delivery date) provided **space is still available. Please note vendor pricing does change as of June 1, 2019.**
- Should Columbiana Liberty Day receive a returned check from a vendor, that vendor will be billed an additional \$35.00 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 and/or photos 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 by the Liberty Day Committee 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 not be cashed and you will receive an explanation.
- Application fees are non-refundable unless the application is not approved.

Booth Spaces

- **No resale of booth space by an exhibitor is allowed.** If the person whose application is accepted is unable to attend, the space reverts to the Columbiana Liberty Day Coordinator for re-assignment. Only the designated applicant will be allowed to set up and operate the booth.
- Any booth or activity deemed inappropriate will be required to leave by Columbiana Liberty Day Personnel. To facilitate this process, make sure that your application clearly states what your booth/display will consist of, as well as an accompanying photo.
- 10' x 10' (approximate) spaces for vendors will be marked on the street. The downtown area will be closed to traffic for the day's activities.
- **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, as it will be placed on concrete sidewalks or streets.**
- All vendors must set-up by 8:00 a.m. on June 29, 2019. All vehicles must be out of the vendor's area by 9:00 a.m. There will be **no** exceptions, as there are other events planned that will prevent vehicular traffic on the streets after that time.
- The event will end at 5pm and preparations should be made so that the streets can be re-opened. In the event of inclement weather, it will be at the discretion of local public safety officials to determine if vendors will be allowed to leave prior to the 5p.m. time.
- Booth assignments will be given no later than June 27, 2019. All traffic will be routed according to the directions listed on the map for booth assignments. If you do not follow the directions you will be re-routed
- Should you need additional information please contact Elizabeth Smith at (205) 669-5808.
- Assistance with directions will be provided by volunteers wearing EVENT STAFF shirts.

Vendor Parking

- All motor homes must be self-contained – there are no hook-ups.

Miscellaneous

- No alcohol or drugs will be tolerated.
- No food or beverages may be given away. There are **NO** exceptions to this rule.
- 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
- No fireworks or poppers may be sold.
- **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.

Liberty Day is a rain or shine event. No refunds will be given.