



33rd Annual Liberty Day

June 28-29, 2019

Food Vendor

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. **ALL food items must be listed for Health Department approval (see page 4).**

ELECTRICAL REQUIREMENTS

\$20 each for each electrical outlet

How many outlets _____ Amps (30 Maximum) _____

We have limited electrical outlets and as such, will only offer electrical connections for food 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.

Sales Tax

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

Page 2 of Vendor Application

**Food Vendor Booths: \$150.00 per space until May 31st
\$175 starting June 1st**

(mail must be postmarked by 5/31/19 to get discounted rate)

(space is approx. 10 x 20)

Number of spaces desired _____ @ \$150.00 each = \$_____

In order to determine appropriate placement, a photo of your booth and trailer dimension are required. Applications received without accurate photos or trailer measurements will not be considered.

All food vendors must arrive and be prepared to set up on Friday, June 28 between the hours of 4-5pm. **NO** Food vendors will be permitted to set up after the 5pm deadline on Friday night without special permission. Any Saturday set up requirements must be made in advance and space will be assigned as you arrive.

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

**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.**

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

MAKE CHECK PAYABLE TO: COLUMBIANA LIBERTY DAY

In addition food list for Health Department approval is required; please provide a complete list of items to be sold with prices.

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: _____

**Mail Application and Payment 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**

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

FOOD VENDOR RULES

Applications

- **Applications will be accepted until June 17, 2019** (postmark or delivery date) provided space is still available. Vendors after this date will need approval from director.
- 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 pictures 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 Director to either accept or reject the application. 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

- Booth Spaces are approximately 10X20.
- **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 Director 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.
- 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.
- **Vendors must keep their space clean and orderly. Vendors are responsible for removing trash from their space and disposing of it appropriately.**
- Any tent or shelter must be freestanding, as it will be placed on concrete sidewalks or streets.
- 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.
- **Unless prior arrangements are made, all Food Vendors must be set up between the hours of 4:00 and 5:00 pm on Friday, June 28, 2019.** Food Vendor assignment will be made upon arriving for set up. All traffic should enter via West College Street or North Main Street.
- 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.
- Vendor parking will be in a designated location, which will be provided at the time booth assignments are made.

Food Vendors

- Food vendors will be placed in the Food Court area.
- Food vendors are expected to comply with all Health Department regulations.

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.
- No fireworks or poppers may be sold.
- **Vendors are responsible for clean up of their rented space.**

**Columbiana Liberty Day is a RAIN or SHINE event.
No refunds will be given.**

