

HARVEST DAY FESTIVAL

9:00am-3:00pm

VENDOR RULES AND APPLICATION PROCESS

On the Square, Downtown Headland

WWW.HEADLANDAL.ORG

DEADLINES: Applications must be complete, including signature and the appropriate fees and photos. Incomplete applications will be returned to vendor. Applications should be received by **September 20, 2019, however, spaces usually fill prior to the deadline.**

APPROVAL: Applications will be approved or denied based on event needs, space availability and/or amount of duplicate products. The submission of an application does not guarantee acceptance into the event. All decisions are at the discretion of the Headland Area Chamber of Commerce, who has a right to deny or cancel any application that does not meet its expectations and/or guidelines. Exclusivity is not guaranteed.

NOTIFICATION: Upon application approval, HACC will send written or email notification to the vendor. Vendors requiring immediate response may contact HACC at 334-693-3303.

REFUNDS / CANCELLATIONS / EARLY

DEPARTURES: There are NO REFUNDS for approved vendors. Approved vendors that cancel, are a no-show, or leave early, will forfeit application fee(s) and future events. HACC has no control over weather conditions and is not obligated to refund any event that is affected.

APPLICATION: A paid registration is a commitment to show. Vendor fees and spaces are non-transferable. Vendors signing the application are responsible for the booth and contents.

BOOTH SPACE: Each booth space is 16'x16'. Vendors requiring more than a 16'x16' space must purchase additional spaces. **No displays may be taken down or removed before 3:00 PM.**

BOOTH REQUIREMENTS: Vendors must provide their own tent, tables, chairs, etc. Electrical hookups are limited but may be rented for an additional **\$25 fee**. Vendors must provide electrical extension cords and safely secure those cords.

INVENTORY LIST: Vendors are limited to selling inventory listed and approved on their application. HACC reserves the right to deny the sale of inventory it deems unacceptable or inappropriate. HACC can inspect any vendor booth spaces at anytime to enforce all rules and regulations. Determinations by HACC are immediate and final and will be enforced accordingly.

BOOTH RESTRICTIONS: Political or controversial organizations will not be permitted booth space. The following are prohibited: explosive devices or replicas of weapons (this includes popping caps and foul-smelling toys), knives, white elephant or flea market items, used clothing or household goods, silly putty, silly string, drug-related paraphernalia

SET-UP/TAKE-DOWN: Set-up time will be from **6:30 AM - 8:30 AM**. **NO ONE** should arrive prior to **6:30 AM** without special permission. Please enter the festival area at the corner entrance of the downtown square at Main Street and Church Street near HNB First Bank. Chamber volunteers will direct vendors to their designated spaces. All vehicles must be removed from the festival area by **8:30 AM**. Absolutely no vehicles may enter the festival area prior to **3:00 PM**. Vendor booth break-down begins at **3:00 PM**.

SALES TAX: Vendors must comply with Department of Revenue tax collection guidelines. HACC is not responsible for tax collection.

LIABILITY WAIVER: Vendors agree to hold harmless the Headland Area Chamber of Commerce and the City of Headland, their employees, volunteers and sponsors, from any suites or claims based on property/possession loss or damage. Vendors agree to comply with the rules set forth or implemented on the day of the event. HACC reserves the right to revise any rule for the betterment of the event and/or customers.

HEADLAND AREA CHAMBER OF COMMERCE
P.O. Box 236, 25 Grove St., Headland, AL 36345
(334)693-3303 headlandalchamber@gmail.com

HARVEST DAY FESTIVAL

Saturday, October 12, 2019

9:00am-3:00pm, On the Square, Downtown Headland

**GENERAL
VENDOR
APPLICATION**
(*NO FOOD OR DRINKS)

Contact Name: _____

Company / Organization Name: _____

Address: _____

Email Address: _____

Phone Number(s): _____

Website: _____

Description of items for sale and/or booth activities: _____

Art & Crafts Vendors must submit two(2) photos of your items for sale. Vendor acceptance is at the discretion of HACC. We will confirm your acceptance of your application by mail or email. **APPLICATION DEADLINE IS Friday, September 20, 2019.**

*** Sale or distribution of food or drink items is prohibited unless pre-authorized by HACC.**

Vendor spaces are 16'x16'. Vendor space prices vary by category. HACC members receive a \$10 discount. Electricity is an additional \$25 per space and is not to exceed 15 amps. If additional electricity is required, it is the vendor's responsibility to have a generator. There are a limited number of vendor spaces, especially those with electricity.

_____ **Arts & Crafts Vendor, \$55** - Items for sale must be original art or handmade crafts. No mass-produced, purchased or kit items are acceptable in this category. Include two(2) photos with application or send by email to headlandalchamber@gmail.com.

_____ **Retail Merchandise Vendor, \$150** (additional spaces, \$50 each)

_____ **Business Information/Promotion, \$95** - No sales, non-HACC member

_____ **HACC Business Member Vendor, \$45** - Includes discount

_____ **Farmers Market or Bake Sale Vendor, \$55**

_____ **Non-Profit Organizations, \$55** - Proof of non-profit status is required. Sale or distribution of food or drinks is prohibited unless pre-authorized by HACC.

_____ **Activity/Events, \$125** - (Inflatables, etc.) Certificate of Liability Insurance required

_____ **Pony/Train Ride, \$100** - Certificate of Liability Insurance required

Number of spaces _____ Booth space with ELECTRICITY? _____ YES (add \$25) _____ NO

Reserved vendor parking will be provided as available: _____ Single vehicle _____ Vehicle & trailer

By signing this application, I have read, understand and agree to abide by all Vendor Rules set forth in the HACC Harvest Day Festival, and I understand that failure to comply may result in forfeiture of booth space(s) and fee(s). I understand that neither Headland Area Chamber of Commerce nor the City of Headland will be responsible or liable for loss or damage to inventory or injury to persons participating in the festival.

Signature: _____ Date: _____

For more information, call (334)693-3303 or email headlandalchamber@gmail.com

Please return completed application and payment to:
Headland Area Chamber of Commerce, P.O. Box 236, Headland, AL 36345

FOR OFFICE USE ONLY:

Number of Booths: _____

Electricity: YES NO

Total fees: _____

Amount Paid: _____

Check No. _____

Date Received: _____

Booth # _____

HARVEST DAY FESTIVAL

Saturday, October 12, 2019

9:00am-3:00pm, On the Square, Downtown Headland

FOOD VENDOR APPLICATION

Contact Name: _____

Company / Organization Name: _____

Address: _____

Email Address: _____

Phone Number(s): _____

Website: _____

VENDOR ACCEPTANCE is at the discretion of HACC and must comply with Henry County Health Department regulations. Vendor acceptance will be confirmed by mail or email. **Application deadline is Friday, September 20, 2019.**

VENDOR SPACES are 16'x16'. Electricity is an additional \$25 per space and is not to exceed **15 amps**. If additional electricity is required, it is the vendor's responsibility to have a generator. The number of vendor spaces is limited, especially those with electricity.

_____ **FOOD VENDOR, \$150** (additional spaces, \$50 each)
Number of spaces _____ Booth space with ELECTRICITY? _____ YES (add \$25) _____ NO

_____ **NON-PROFIT FOOD VENDOR, \$55** (additional spaces, \$50 each)
Must provide copy of IRS Letter of Organization's Non-Profit Status
Number of spaces _____ Booth space with ELECTRICITY? _____ YES (add \$25) _____ NO

MENU CHOICES: Please fill out the menu items you would like to sell. To prevent over-duplication, you will be notified in your acceptance letter which items you can sell. Food vendors may also sell beverages from their booth with the following prices: **Canned soft drinks and bottled water—\$1; bottled soft drinks—\$2; other non-alcoholic beverages, prices at the vendor's discretion.**

1st Choice Main Dish		
1. _____	2. _____	3. _____
Side Dish	1. _____	2. _____
2nd Choice Main Dish		
1. _____	2. _____	3. _____
Side Dish	1. _____	2. _____

RESERVED VENDOR PARKING will be provided as available: _____ Single Vehicle _____ Vehicle & trailer

By signing this application, I have read, understand and agree to abide by all Vendor Rules set forth in the HACC Harvest Day Festival, and I understand that failure to comply may result in forfeiture of booth space(s) and fee(s). I understand that neither Headland Area Chamber of Commerce nor the City of Headland will be responsible or liable for loss or damage to inventory or injury to persons participating in the festival.

Signature: _____ Date: _____

For more information, call (334)693-3303 or email headlandalchamber@gmail.com

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FOR OFFICE USE ONLY:

Number of Booths: _____ Electricity: YES NO
Amount Paid: _____ Check No. _____ Date Received: _____

Booth # _____