

LIBERTY DAY

COLUMBIANA, ALABAMA
Friday, June 28 and Saturday, June 29, 2024

The City of
Columbiana
ALABAMA
107 Mildred Street
Columbiana, AL 35051
205-669-3969

FOOD VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone: _____ Cell Phone: _____

ADPH License Number: _____

Food Truck Food Trailer Food Tent

Size of Food Truck/ Trailer/ Tent: _____

***To be accepted to Liberty Day Festival you MUST include:**

- 1. Your menu for the event day (with prices)**
- 2. A photo of your food truck/ trailer/ tent**

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. I have also read the attached Vendor Rules and agree to observe said rules. I understand that failure to do so will cause forfeiture of my vendor fees and my forfeiture of my designated space at Liberty Day.

Signature of Vendor: _____

Date: _____

Liberty Day Staff: _____

Date Received: _____

Approved/ Rejected _____



Food Vendors have THREE OPTIONS for Liberty Day.

We do not Provide ice or electricity.

All Food Vendors MUST be completely self contained.

APPLICATION DEADLINE: May 31, 2024

Friday Night June 28, 2024 4:00pm to 10:00pm Main Street/ Downtown	Saturday June 29, 2024 8:00am to 4:00pm Main Street/ Downtown	Saturday Night June 29, 2024 5:00pm to 10:00pm SCHS Stadium (Mildred St)
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Friday Night
June 28, 2024
4:00pm to 10:00pm
Main Street/ Downtown

\$150

Saturday
June 29, 2024
8:00am to 4:00pm
Main Street/ Downtown

\$250

Saturday Night
June 29, 2024
5:00pm to 10:00pm
SCHS Stadium (Mildred St)

\$150

Total Amount Due:

\$ _____

All vendor applications and payments should be mailed to:
Columbiana Liberty Day
 107 Mildred Street
 Columbiana, AL 35051

LIBERTY DAY

COLUMBIANA, ALABAMA

Friday, June 28

Saturday, June 29, 2024

A Note from the Event Director:

We appreciate your interest in Columbiana and we want you to be successful at our event. If you would like promotional material, please contact us and we will be happy to share. We hope to make the 2024 Liberty Day a huge success!

Ali Payne

Manager of Community Services

City of Columbiana

205-669-3969 or apayne@cityofcolumbiana.com

Vendor Rules

(Please keep for your records)

Applications

- Applications will be accepted until May 31, 2024 (postmark or delivery date) provided space is still available.
- Approved vendors will be notified by in writing (email or letter) by June 14, 2024 about event details and space assignments.
- Should the City of Columbiana receive a returned check from a vendor, that vendor will be billed an additional \$40.00 for returned check fee. If that vendor does not satisfy the check before June 7, 2024; 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

- Spaces for vendors will be marked with a number. 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.

Check in and Set up

Check in:

- For 6/28/24 Friday Night: Between 3:00pm and 3:45pm.
- For 6/29/24 Saturday (DAY): Between 5:00 – 6:30am.
- For 6/29/24 Saturday (NIGHT): Between 4:00 – 4:45pm
- Specific instructions for check-in will be given by June 14, 2024
- Failure to check in by Friday at 3:45pm, Saturday at 6:30am and Saturday night at 4:45pm will result in forfeiture of your booth space and fees. NO EXCEPTIONS
- Vendor Parking is available in Shelby County Courthouse parking lot.

Sales Tax

- Applicant is responsible for paying all applicable sales tax. Forms will be provided that day by the Revenue Officer for the City of Columbiana or can be downloaded from our website.

Miscellaneous

- No alcohol or drugs will be tolerated.
- NO PETS IN FOOD VENDOR SPACES
- Vendors are responsible for clean up of their area/space.
- Vendors CAN NOT pack up before end of event.

Liberty Day is a rain or shine outdoor event.

No refunds will be given.