

LIBERTY DAY

COLUMBIANA, ALABAMA

Saturday, June 29, 2024

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



VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone: _____ Cell Phone: _____

List and describe ALL items sold: _____

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 _____



Columbiana Liberty Day Festival

June 29, 2024

Festival Hours: 8:00am to 4:00pm

APPLICATION DEADLINE: May 31, 2024

Arts/ Crafts/ Information Booth
Single (12' x 12')

☐ \$100

Cottage Food Booth
Single (12' x 12')

☐ \$100

*You must attach a copy of your cottage license to your application. This is NOT a food vendor application, this is for vendors who sell cottage foods.

Arts/ Crafts/ Information Booth
Double (24' x 12')

☐ \$150

Cottage Food Booth
Double (24' x 12')

☐ \$150

*You must attach a copy of your cottage license to your application. This is NOT a food vendor application, this is for vendors who sell cottage foods.

Activity Booth
Double (24' x 12')

☐ \$150

Space Bounce, Rock Climb, Train, etc.

Add Electricity

*Electricity is limited and only available for those who REQUIRE electricity. (ie: space bounce, lamp display, etc.) You MUST provide your own HEAVY DUTY extension cords. Electricity can not be used for fans.

☐ \$50

Total Amount Due:

\$

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

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.
- Vendor spaces will be available on Main Street and in Old Mill Square Park.

Check in and Set up

Check in:

- Check in is between 5:00am and 6:30am on Saturday, June 29, 2024.
- Specific instructions for check-in will be given by June 14, 2024
- Set up will be from 5:00am to 7:00am on Saturday, June 29. All vehicles must be moved by 7:00am on 6/29/24.
- Failure to check in by 6:30 am on Saturday 6/29/24 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. Pets in regular vendor spaces must be on a leash or in a carrier. Clean up after your pets.
- Vendors are responsible for clean up of their area/space.
- 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 CAN NOT pack up before end of event at 4:00pm 6/29/24.

Liberty Day is a rain or shine outdoor event.

No refunds will be given.