



110 Mildred Street  
Columbiana, AL 35051

Phone (205) 669-5800  
Fax (205) 669-5811

## Columbiana Christmas

Friday, December 1st	4:00pm to 10:00pm	Christmas Parade/ Festival of Trees begins/ Santa
Saturday, December 2nd	8:00am to 3:00pm	SCAC Holiday Market
Friday, December 8th	4:00pm to 8:00pm	Christmas in the Park: Music & Activities
Friday, December 15th	4:00pm to 8:00pm	Christmas in the Park: Carols & Activities
Friday, December 22nd	4:00pm to 8:00pm	Christmas in the Park: Santa and Polar Express
Friday, December 29th	4:00pm to 9:00pm	Not Quite New Years Eve Bash on Main Street

## Food Vendor Application

APPLICATION DEADLINE: November 17, 2023

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

ADPH License Number: \_\_\_\_\_

City of Columbiana Business License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Cell): \_\_\_\_\_

### Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in Columbiana Christmas, 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 Christmas, participating in Columbiana Christmas or departing from Columbiana Christmas. 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.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

## Columbiana Christmas

**Food Vendors have SIX OPTIONS for Christmas. All Food Vendors MUST be self-contained. NO ELECTRICITY will be provided for Food Vendors.**

**APPLICATION DEADLINE: November 17, 2023**

**Friday, December 1, 2023**

4:00 pm to 10:00 pm

The Broadway OR Old Mill Square Park  
Christmas Parade/ Christmas Festival/ Santa

FREE  
(if you have a City of  
Columbiana Business License)

\$20  
(if you do not have a  
of Columbiana Business License)

**Saturday, December 2, 2023**

8:00 am to 3:00 pm

Old Mill Square Park  
Shelby County Arts Council Artist Market

FREE  
(if you have a City of  
Columbiana Business License)

\$20  
(if you do not have a  
of Columbiana Business License)

**Friday, December 8, 2023**

4:00 pm to 8:00 pm

Old Mill Square Park  
Christmas in the Park

FREE  
(if you have a City of  
Columbiana Business License)

\$20  
(if you do not have a  
of Columbiana Business License)

**Friday, December 15, 2023**

4:00 pm to 8:00 pm

Old Mill Square Park  
Christmas in the Park

FREE  
(if you have a City of  
Columbiana Business License)

\$20  
(if you do not have a  
of Columbiana Business License)

**Friday, December 22, 2023**

4:00 pm to 8:00 pm

Old Mill Square Park  
Christmas in the Park

FREE  
(if you have a City of  
Columbiana Business License)

\$20  
(if you do not have a  
of Columbiana Business License)

**Friday, December 29, 2023**

4:00 pm to 8:00 pm

Main Street/ The Broadway  
Not Quite New Years Eve Bash

FREE  
(if you have a City of  
Columbiana Business License)

\$20  
(if you do not have a  
of Columbiana Business License)

**Total Amount Due: \$**

\*Vendors with City of Columbiana City Business license are exempt from paying vendor fees but must still register to participate. For questions please call 205-669-3969

List and describe ALL products to be sold (use additional paper if needed):

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**Contact Ali Payne @ 205-669-3969 or  
apayne@cityofcolumbiana.com with any questions.**

**VENDOR RULES  
(Please keep for your records)**

**Applications**

- Applications will be accepted until November 23, 2022 (postmark or delivery date) provided space is still available.
- Approved vendors will be notified by in writing (email or letter) by November 28th about event details and space assignments.
- Incomplete applications 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.

**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 Friday Nights: Between 3:00pm and 3:45pm.**

**For Saturday (DAY): Between 9:00 am – 9:45am.**

- **Specific instructions for check-in will be given by November 28, 2023**
- Failure to check in on time 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.**

**A Note from the Event Director:**

**We appreciate your interest in Columbiana and we will do anything we can to help you be successful at our event. If you would like promotional material, please contact us and we will be happy to share. Our goal is to be the entertainment destination for central Alabama!**

**Ali Payne**

**Manager of Community Services**

**City of Columbiana**

**205-669-3969**

**[apayne@cityofcolumbiana.com](mailto:apayne@cityofcolumbiana.com)**

**These are rain or shine outdoor events.  
No refunds will be given.**