



Vendor Application

107 Mildred Street, Columbiana, AL 35051

www.cityofcolumbiana.com

205-669-3969

apayne@cityofcolumbiana.com

February 24, 2024

9:00 am to 4:00 pm

Columbiana Cowboy Day began in 2008 as a celebration of all things cowboy! There is live music, line dancing, a chili cook off, a corn hole tournament, a wild west shoot out and lasso demonstration, and a wild west parade made up of horses and buggies (no motorized vehicles). This is a family friendly event located in Columbiana, Alabama, just 12 miles from I-65 and 13 miles from Highway 280.

Contact Name: _____

Business Name: _____

E-Mail Address: _____

Phone Number: (H) _____ (W) _____ (Cell) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in Cowboy 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 Cowboy Day, participating in Cowboy Day or departing from Columbiana Cowboy Day. I have read and fully understood the above Hold Harmless and Indemnification Agreement.

Signature of Vendor: _____ Date: _____

Columbiana Cowboy Day February 24, 2024 9:00 am to 4:00 pm Application DEADLINE January 26, 2024	
Arts / Crafts / Informational Booth Single 12' wide	<input type="radio"/> \$40
Arts / Crafts / Informational Booth Double 24' wide	<input type="radio"/> \$75
Food Vendors 24' wide (See Food Vendor Application)	*See Food Vendor Application
Activity Booths (Example: space bounce, rock climb, etc) 24' wide	<input type="radio"/> \$75
*Electricity (Electricity is limited and only available for regular vendors who REQUIRE electricity. ie: computer, lamp display, heatpress.) YOU MUST PROVIDE YOUR OWN HEAVY DUTY EXTENTION CORDS What will electricity be used for: _____	
Total Amount Due:	\$ _____

List and describe the products to be sold in your booth. (Example: jewelry, clothing, etc.)

Prices of items to be sold: High \$ _____ Low \$ _____ Average \$ _____

Have you ever participated in Cowboy Day before? _____ If so, when? _____

My signature verifies that I have read the rules associated with this application and hereby agree to comply with said rules.

Signature

Date

Printed Name of Vendor

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Notification Sent: _____	<div style="border: 1px solid black; padding: 10px; width: 150px; margin: 0 auto;"> Booth Assignment: </div>
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KEEP FOR
YOUR
RECORDS

Columbiana Cowboy Day
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www.cityofcolumbiana.com
205-669-3969
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February 24, 2024
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VENDOR RULES

Applications

- Applications will be accepted until January 26, 2024 (postmark or delivery date) provided space is still available.
- Approved vendors will be notified by email or phone by February 16, 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 February 1, 2022; 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

- Please check in by 7:30AM. Specific instructions for check-in will be given by February 16th
- Set up is from 7:00 – 8:15AM. All vehicles must be moved by 8:15AM.
- Failure to check in by 7:40 AM will result in forfeiture of your booth space and fees.
- 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.
- All pets must be on a leash or in carriers. **You must clean up after your pets.**
- 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 are responsible for clean up of their area/space.**

Cowboy Day is a rain or shine outdoor event.
No refunds will be given.

Checks should be made to: Columbiana Cowboy Day

Mail Application and Payment to:
Columbiana Cowboy Day
c/o City of Columbiana
107 Mildred Street
Columbiana, AL 35051