



107 Mildred Street  
Columbiana, AL 35051

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

## **36th Annual Liberty Day June 25, 2022**

(Liberty Day is a two day event **BUT** vendors are only set up on Saturday, 6/25/22)

### **Vendor Application**

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

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

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 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: \_\_\_\_\_

<b>Columbiana Liberty Day</b> <b>June 25, 2022</b> 8:00 am to 4:00 pm <b>APPLICATION DEADLINE: May 28, 2022</b>	
Arts / Crafts / Informational Booth Single 12' wide	<input type="radio"/> \$75
Arts / Crafts / Informational Booth Double 24' wide	<input type="radio"/> \$125
Activity Booths (Example: space bounce, rock climb, etc) 24' wide	<input type="radio"/> \$125
<b>*Electricity</b> (Electricity is limited and only available for those who REQUIRE electricity. ie: computer, space bounce, lamp display.) YOU MUST PROVIDE YOUR OWN HEAVY DUTY EXTENTION CORDS What will electricity be used for: _____ <input type="radio"/> \$25 <b>DUE TO LIMITED ELECTRICAL CAPACITY WE ARE UNABLE TO PROVIDE ELECTRICAL OUTLETS FOR FANS.</b>	
<b>Total Amount Due:</b>	<b>\$</b>

List and describe ALL the products to be sold in your booth:

---



---



---



---



---



---

**Checks should be made payable to:**

**Columbiana Liberty Day**  
**107 Mildred Street**  
**Columbiana, AL 35051**

**Contact Liberty Day Director: 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 May 27, 2022 (postmark or delivery date) provided space is still available.
- Approved vendors will be notified by in writing (email or letter) by June 10th 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 10, 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 or event is cancelled.

### **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 is between 5:00 – 6:30am.**
- **Specific instructions for check-in will be given by June 10th, 2022**
- Set up is from 5:00 – 7:00. All vehicles must be moved by 7:00.
- Failure to check in by 6:30 AM 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.
- All pets must be on a leash or in carriers.
- 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.**
- **NO BOOTH BREAKDOWN BEFORE 4:00pm**

### **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. We hope to make the 2022 Liberty Day a huge success! If you have any questions, please let us know!**

**Ali Payne**  
**Manager of Community Affairs**  
**City of Columbiana**  
**205-669-3969**  
**apayne@cityofcolumbiana.com**

**Liberty Day is a rain or shine outdoor event.**