



November 8, 9, 10, 2019

HostOfChristmasPast.com

Dear Festival Event Participant:

The Festival Volunteer Oversight Committee would like to take this opportunity to thank you for your interest in Fayetteville...Host of Christmas Past. Our local not for profit organizations are very important in the success of the festival. The festival's oversight committee strives to plan events and fun for the whole family!

All organizations wishing to participate must complete the enclosed application. To ensure the listing of your event in the festival brochure and other festival promotion, the application and fee must be returned to the Chamber of Commerce, 208 South Elk Avenue, Fayetteville, TN 37334 by 4pm, August 23rd. All local nonprofit organizations sponsoring an event will be required to pay a fee.

Reminder: Please be sure everyone participating from your group is aware of the festival guidelines. The festival committee reserves the right to deny the application of any business group or organization. Any group failing to abide by the guidelines and attached application will be asked to close their event.

Festival Supporters for Host of Christmas Past are essential to the overall success of the event. We ask if your group seeks sponsorships from area businesses; solicit those not currently involved in supporting the festival.

Questions can be directed to me at 931.993.6604. If your group is interested in participating but you need ideas for an event please call me, the Chamber of Commerce 931.433.1234, or Fayetteville Main Street 931.433.7006 and we will be happy to discuss this with you. The committee is working hard to ensure that the 27th Annual Fayetteville... Host of Christmas Past is the best ever and for your continued success in the festival!

- **Deadline: 4:00pm, August 23, 2019**
- **Event Fee \$75**
- **Make checks payable to Host of Christmas Past - HCP**
- **Return to FLC Chamber, 208 Elk Avenue South Fayetteville, TN 37334**

Best regards,

Donna Gill, Event Committee



Application for Event Participation November 9, 2019

Festival Dates: November 8, 9, 10

Name of Local Not-For- Profit Organization benefiting from this event: _____
Only a local not-for-profit organization, church or school group will be allowed to hold events or benefit in the festival.

Contact Person _____ Preferred Mailing Address _____

Email _____ Home Phone _____ Daytime Phone _____

The following information is needed for promotion: Name of Event with detailed description

Will tickets be required or an admission charged for event ____ Yes ____ No Ticket /Admission Price: \$ _____

Dates (if other than Saturday, 9th) ____ Time of Event _____ Specific location of event (if known) _____
(If you need assistance with time or location please let us know.)

FEES:

• **\$75 Event Fee** is required and includes listings on festival website HostOfChristmasPast.com and on the festival brochure, promotion of your event in print, on radio and TV by committee and sign from previous year.

\$20 Information Change Fee will be charged to any returning event requiring major changes made to existing festival event sign and brochure. If unsure of wording on your event sign please contact us.

\$ 35.00 New Sign Fee or Replacement Fee will be charged to any returning event if sign is lost or damaged.

- The HCP committee strives to provide a wide variety of events for our visitors; therefore all events must be approved and no duplication of events will be permitted.
- The HCP Committee reserves the right to prohibit any written materials deemed inappropriate or not in keeping with the festival's theme.
- Festival hours on Saturday are 9am to 8pm; once the hours for your event have been advertised please remain open those hours. Visitors are planning their activities around the FHCP brochure and website and expect activities to stay on schedule.
- A permit will be available when you set up at the Information Booth. Permit must be displayed at all times.
- Use of the trademarked HCP name, logo is not allowed on any items sold. FHCP Committee reserves the only rights to use the name, logo to promote the event.
- The HCP Committee is not responsible for any injury, damage or loss of items left unattended during the festival.
- No groups will be allowed to set up on sidewalks or in parking spaces. With the support of City Ordinance No. 2000-10, the festival Committee has the authority to ask any unapproved vendors or groups that set up at the festival to leave. Any resistance will then be handled by the City Police Department. This task is not enjoyable but must be done to be fair to those groups that have been properly approved. The Festival Area; from downtown, north to Monroe Street, south to Hwy 64 Bypass, east to Mulberry Avenue/Shelbyville Hwy intersection, west to Lincoln Avenue, is designated for the use of its businesses and for non-profit fundraising during the festival. Please remember according to this ordinance, the festival committee has sole authority to regulate the placement of booths on city property during this weekend.

NOTE: The festival committee reserves the right to deny the application of any business group or organization which does not benefit a local nonprofit. The festival committee also reserves the right to deny an applicant that is not deemed appropriate or in keeping with the festival's theme. Any group failing to abide by the festival event guidelines will be asked to close their event.

By signing this application I agree that all persons in my organization, listed above, understand and will abide by (above) festival Guidelines set forth by the FHCP committee.

Contact person responsible for event Signature: _____

Enclosed is my form and **\$75** Information Change Fee **\$20** Total enclosed \$ _____
Fees are nonrefundable upon approval. For questions call Event Chairman Donna Gill, 931.993.6604.

MAKE CHECKS PAYABLE TO: Fayetteville Host of Christmas Past - FHCP, 208 Elk Ave South, Fayetteville, TN 37334
Deadline 4 pm, August 23 Please note the early deadline is necessary for printing the festival brochure.

Committee Use Only: Date Received: _____	Approved: _____	Denied: _____
Reason for denial: _____	Assigned Location: _____	Permit Number _____