



**November 8, 9, 10, 2019**  
**Vendor Date: Saturday, 9<sup>th</sup>**

Dear Festival Vendor Participant:

The Host of Christmas Past Oversight Committee welcomes all vendors, both non profit and for profit, to participate in HCP!

Our local nonprofit organizations are very important in the success of the festival each year by providing events and fun for the whole family. Participating for profit vendors must benefit a local Lincoln County nonprofit organization. This amount may be a portion of your proceeds or a set amount. This will be determined by you and the organization. A list of organizations can be found by clicking [www.fayettevillelincolncountychamber.com](http://www.fayettevillelincolncountychamber.com) .

Please keep this time in mind when organizing the set-up of your booth vendors must wait until 7am Saturday morning to begin setting up. To accommodate the thousands of visitors for the day; please move your vehicle to offsite public parking once you have unloaded.

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

Your participation in the festival is very much appreciated. For questions, call the Chamber of Commerce 931.433.1234, or Fayetteville Main Street 931.433.7006. The Host Volunteer Committee is working hard to ensure that the 27th Annual Fayetteville... Host of Christmas Past is the best ever. Sponsors of Host of Christmas Past are essential to the overall success of the event. We ask if your group seeks sponsorships from area businesses; solicit only from those not already involved with the festival.

- **Vendor Form Deadline: September 27, 2019 4:00pm**
- **Vendor Fee: \$75**
- **Additional \$25 if electricity is needed**
- **Make checks payable to Fayetteville Host of Christmas Past or HCP**

Sincerely,  
Donna Hartman,  
HCP Vendor Committee Co-Chairman

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NOVEMBER 8-10, 2019 *Vendor Dates: Saturday, 9, 2019*

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## VENDOR GUIDELINES FOR LOCAL NON-PROFIT ORGANIZATIONS

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- Who can participate: For Profit and Non-Profit Organizations  
However, local non-profit organizations must benefit from proceeds made. This amount can be a set amount or a portion. This will be determined by the two groups. Non-Profit Organization must be located in Lincoln County.
- Vendors are responsible for bringing tables, chairs, etc. for your booth. Tables should be covered and skirted. Please decorate your booth in festive holiday colors.
- Upon arrival on Saturday; check in, beginning at 7:00am, at the Information Booth located on the east side of courthouse lawn to pick up your vendor permit. Permit must be visible at all times. Only use booth space assigned by the festival committee.
- Set up must be completed and ready for business by 9am Saturday. You may park on the square ONLY to load and unload your booth. Once you have unloaded vehicles must be moved. Convenient parking lots are located on Market St E, Elk Ave N, College St W. Parking space around the square is needed for visitors/your customers to enjoy the festival. Parking around the square will be monitored.
- Booth space must not exceed 12x12. And all booths will be street level/inside loop of courthouse.
- As noted on the Booth Application, you may sell **only** items previously approved by the FHCP Committee. Note: Any changes must be submitted to the Festival Committee in advance to allow time for approval.
- Organizations requiring electricity will be charged an additional \$25 fee. These booths will be located street level on the east and south sides of the Square. Only **ONE** outlet may be used per booth and no power strips will be allowed. Electricity is limited and is based on fee paid, first requested first served basis.
- Restrooms will be available inside the Courthouse and portables located throughout the downtown area.
- HCP committee reserves the right to prohibit any written materials that are deemed inappropriate or not in keeping with the festival's theme.
- Use of the registered trademark Fayetteville...Host of Christmas Past name and nutcracker logo is not allowed to be used on any items sold. FHCP Committee reserves the right to use the name, logo and nutcracker to promote the event.
- FHCP Committee does not provide vendor booth signs. HCP Committee asks that you use signs professionally made.
- Host of Christmas Past Sponsors are essential to the overall success of the event. We ask if your organization seeks sponsorships from area businesses; solicit only those not already involved with the festival.
- No vendor booths will be allowed to set up on sidewalks in front of businesses 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 at all enjoyable but must be done to show fair treatment to organizations who have been approved. The Festival Area; downtown, north to Monroe Street, south to 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. Upon approval of your application, a permit will be provided and available Saturday morning at the Information Booth on the Courthouse lawn. This permit must be displayed at booth.

**NOTE: The HCP Committee will not approve the application of any for profit business, group or organization in which a non-profit organization does not benefit from proceeds. The festival committee also reserves the right to not to approve an applicant that is deemed inappropriate or not in keeping with the festival's theme. Any group failing to abide by the guidelines and attached application will be asked to disassemble their booth and leave the festival area.**



## Application for *Host of Christmas Past*

### Non-Profit Vendor Participation

**Vendor Date: Saturday, 9, 2019**

**Booth Location:** (you will be assigned one of the following)

Vendor 1) My organization will not be preparing food on site

Vendor 2) My organization will be cooking/preparing and/or selling food on site

All Booths, not to exceed 12x12, will be located Street Level around the inside loop of the courthouse. Vendor will be responsible for bringing your own table, chairs and tent if needed and cleanup.

Electricity needed: No  Yes  (Additional Fee required \$25 for one outlet only. First requested/first served basis)

Booths must be open and ready for business during the hours of 9am to 8pm.

**For Food Vendors:**

- Groups must bring cooking source if needed.
- Groups must bring all supplies: tables, chairs, water, food supplies

Non-Profit Organization benefiting from the day's sales: \_\_\_\_\_

(The organization will be notified by HCP)

Contact Person in charge during event: \_\_\_\_\_

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

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ Email \_\_\_\_\_

List ALL Items (food & non food) being sold with prices \_\_\_\_\_

Return this form along with **\$75** fee per booth space to the Chamber of Commerce by **4pm, September 27<sup>th</sup>**. Remember to include an additional \$25 if requiring electricity.

Note: Fees will be doubled for applications submitted after this date. Fee is nonrefundable once you have been approved to participate. If your application is not approved you will be notified and the fee will be refunded. The Festival Committee is not responsible for any damages that may occur during the festival including any tents or equipment. For questions, please call the FLC Chamber of Commerce (433.1234) or Fayetteville Main Street (433.7006).

Contact Person Responsible Signature: \_\_\_\_\_

*By signing this application I along with members of my organization understand and agree to abide by the enclosed Guidelines set forth by the FHCP Committee and agree to participate in the festival on the date indicated above.*

**BOOTH FEE MUST ACCOMPANY THIS APPLICATION. PLEASE MAKE CHECKS PAYABLE TO HCP, 208 Elk Avenue South, Fayetteville, TN 37334**

Committee Use Only: Approved: \_\_\_\_\_ Not approved: \_\_\_\_\_ Reason: \_\_\_\_\_

Date Received \_\_\_\_\_ Assigned Location: \_\_\_\_\_ Permit Number \_\_\_\_\_

