



November 14, 2020
HostOfChristmasPast.com

Dear Festival Vendor Participant:

The HCP Oversight Committee is diligently watching guidelines from ERG and CDC for Mass Gatherings or Large Community Events. As of now the intention is to hold this year's festival on November 14, 2020; however to what degree is unknown at this time. The health and safety of our attendees remains our top priority.

PLEASE NOTE: *Due to the uncertainty of the coming months the letter below, guidelines and form on following pages are all tentative at this point. Times and instructions may be modified as guidance from the groups mentioned above are subject to change.*

Our local nonprofit organizations are very important in the success of the festival each year by providing food, activities and events for the whole family. Participation is limited to only local nonprofit organizations.

By returning the completed attached form and fee, your organization will receive further updates as they become available. Provide a valid, clearly written email address for designated point of contact.

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 oversight committee reserves the right to deny the application of any 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 volunteer Host Oversight Committee is working hard to ensure that the 28th Annual Host of Christmas Past will be enjoyable for everyone, while being mindful of social distancing and the safety of all.

- **Vendor Form Deadline: October 1, 2020 4:00pm**
- **Vendor Fee: \$75**
- **Additional \$25 if electricity is needed**
- **Make checks payable to Host of Christmas Past or HCP**

Sincerely,

HCP Oversight Committee



Saturday, November 14, 2020

TENTATIVE AT THIS TIME: INSTRUCTIONS MAY BE MODIFIED AS INFORMATION COMES AVAILABLE.

GUIDELINES FOR LOCAL NON-PROFIT ORGANIZATION VENDOR

- PLEASE NOTE: All vendors will be required to follow guidelines set forth by CDC due to the COVID-19 Pandemic. See <http://www.cdc.gov/COVID19> for Mass Gatherings or Large Community Events. The overall goal of these guidelines is to reduce exposure to individuals and surfaces that may result in COVID-19 exposure by maintaining safe distances between people (at Least six feet), reducing contact with and improving sanitization of common surfaces, and increasing personal protective equipment use. (Further updates will be sent to the designated contact as they come available.)
- Who can participate and benefit: Local Non-Profit Organizations
- Vendors are responsible for set up, clean up, and bringing for your booth: PPE (face covering, gloves, hand sanitizer, etc), tent, tables, chairs. Tables should be covered and skirted. Please decorate your booth in festive holiday colors.
- Upon arrival on Saturday; check in at the Information Booth located on the east side of courthouse lawn to pick up your vendor permit. Check in is anticipated to begin at 7:00am. 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 at least one hour prior to the start of the festival on Saturday. As a courtesy to merchants & visitors attending the festival, please have volunteers with your booth to park in one of the convenient parking lots located on Market St E, Elk Ave N, College St W.
- 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 HCP Oversight Committee. Note: Any changes must be submitted to the 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 Oversight 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 Host of Christmas Past name and logo is not allowed to be used on any items sold. HCP Oversight Committee reserves the right to use the name, logo to promote the event.
- HCP Oversight Committee does not provide vendor booth signs. HCP Committee asks that you use signs professionally made.
- 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.
- Be sure all involved with your booth understand these guidelines.

NOTE: The HCP Oversight Committee 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.



Saturday, 14, 2020

Application for Non-Profit Vendor Participation

Please understand this information is tentative at this time and may be modified in the coming weeks. By returning this completed form and fee you will be notified of updates as they become available.

Booth Location: (to be assigned based on 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.

- Groups must bring all needed supplies: cooking source, tables, chairs, water, food supplies In addition, any PPE that is required at the time of event.

Electricity needed:

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

Please type or write clearly:

Contact Person in charge during event: _____

Email _____

Mailing address: _____

Best number to reach day and evening _____

List ALL Items being sold with prices _____

Return this form along with **\$75** fee per booth space to the Chamber of Commerce by **4pm, October 1**. Remember to include an additional \$25 if requiring electricity.

Note: Fee is nonrefundable once you have been approved to participate. Exception: If the COVID-19 situation changes causing your group not to be able to participate, through no fault of your own, or if your application is not approved, you will be notified and the fee will be refunded. HCP Festival and Committee are 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 & agree to abide by the enclosed Guidelines set forth by the CDC and HCP Oversight 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: _____

Date Received _____ Assigned Location: _____ Permit Number _____

