



Friday, November 12th Kickoff, Shopping, and Dining 5-8pm

Saturday, November 13th Festival Festivities 9am to 7pm

[HostOfChristmasPast.com](http://HostOfChristmasPast.com)

Dear Festival Event Participant:

The health and safety of our attendees remains top priority. The HCP Oversight Committee continues to watch guidelines from State of TN and CDC for Large Community Events. At this time the 2021 festival will begin at 5pm with an opening kickoff and encourage shopping and dining on Friday evening, November 12<sup>th</sup> and a day of festival festivities with vendors and events is being planned on Saturday, 13<sup>th</sup> from 9am until 7pm.

- PLEASE NOTE: All events will be required to follow guidelines in place that are set forth by CDC due to the COVID-19 Pandemic as of the festival dates. The overall goal of these guidelines is to reduce COVID-19 exposure to individuals by maintaining safe distances between people, reducing contact with and improving sanitization of common surfaces, and personal protective equipment use as needed. (Further updates will be sent to the designated contact as they come available.)

The Festival Oversight Committee would like to take this opportunity to thank you for your Interest in Host of Christmas Past. Our local not for profit organizations are very important to our community and we are pleased you are part of the festival.

All organizations wishing to participate are urged to keep these precautions in mind for your volunteers and attendees when planning your event with in the Host of Christmas Past festival.

Please complete and return the enclosed application with fee to the Chamber & Tourism office, 208 South Elk Avenue, Fayetteville, TN 37334 by 4pm, September 20th. 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.

Questions can be directed to me at 931.993.8310. If your group is interested in participating but you need ideas for an event please call me or the Chamber & Tourism office 931.433.1234, and we will be happy to discuss this with you. The committee is working hard to ensure that the 29<sup>th</sup> Annual Host of Christmas Past is safe and enjoyable for everyone!

- **Deadline: 4:00pm, September 20, 2021**
- **Event Fee \$75**
- **Make checks payable to Host of Christmas Past - HCP**
- **Return to FLC Chamber & Tourism, 208 Elk Avenue South Fayetteville, TN 37334**

Best regards,

Carol Foster, Event Committee

**Host of Christmas Past Application for Event Participation**  
**November 13, 2021**

Please understand this information is as accurate as possible at this time.  
By returning this completed form and fee you will be notified of updates that may become available.

Name of the Local Not-For- Profit Organization benefiting the HCP 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 (print clearly) \_\_\_\_\_ Best number to reach you day or evening \_\_\_\_\_

The following information is needed for promotion: *Name of your Event with detailed description. Use back if needed.*

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

Time of Event \_\_\_\_\_

Specific location of event \_\_\_\_\_ (otherwise location will be assigned.)

**FEES:**

- **\$75 Event Fee** is required and includes listings on festival website HostOfChristmasPast.com, social media, and on print promotion,
- The HCP Oversight 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 Oversight Committee reserves the right to prohibit any written materials or other items deemed inappropriate or not in keeping with festival's Christmas/Family Friendly theme.
- Festival hours on Saturday are 9am to 7pm; once the hours for your event have been advertised please remain open those hours. Visitors are planning their activities around advertised times.
- Use of the trademarked HCP name & logo are not allowed on any items sold. HCP Oversight Committee reserves the only rights to use the name and logo to promote the event.
- The HCP Oversight 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 HCP Oversight Committee has sole authority to regulate the placement of booths on city property during the festival weekend.

**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. 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 along with members of my organization understand and agree to abide by the enclosed Guidelines set forth by the HCP Oversight Committee and agree to participate in the festival on the date and time indicated above.*

**Contact person responsible for event Signature:** \_\_\_\_\_

Enclosed is my form and fee **\$75** \_\_\_\_\_

*Fees are nonrefundable upon approval. For questions call Event Chairman Carol Foster 931.993.8310.*

**MAKE CHECKS PAYABLE TO:** Host of Christmas Past - HCP, 208 Elk Ave South, Fayetteville, TN 37334 Deadline **4 pm, September 20, 2021.**

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

