



Friday, November 13th Shopping and Dining  
Saturday, November 14th Festival Festivities 9am to 6pm  
*Vendor date November 14<sup>th</sup> ONLY*  
HostOfChristmasPast.com

Dear Festival Vendor 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.)

Our local not-for-profit organizations are very important in the success of the festival each year by providing food, activities and events for the whole family. While local not-for-profit organizations must benefit from the festival, you may partner with a for-profit vendor as long as both parties agree on the details and amount your not-for-profit organization will receive.

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 on the attached form for a 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 HCP Oversight committee reserves the right to deny the application of any group, or organization failing to comply with festival's Christmas/Family Friendly theme.

HCP is a partnership with FLC Chamber of Commerce & Tourism Bureau, Fayetteville Main Street, Businesses and Volunteers. Your participation in the festival is very much appreciated. For questions, call the Chamber & Tourism office 931.433.1234. The volunteer HCP Oversight Committee is working hard to ensure that the 29<sup>th</sup> Annual Host of Christmas Past will be safe and enjoyable for everyone.

- **Vendor Form Deadline: October 12, 2021 4:00pm**
- **Vendor Fee: \$75**
- **Electric Fee: \$25 if needed for specified use**
- **Make checks payable to Host of Christmas Past or HCP**

Sincerely,

HCP Oversight Committee

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Vendor Date Only: Saturday, November 13, 2021

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## GUIDELINES FOR LOCAL NOT-FOR-PROFIT ORGANIZATION VENDOR

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- PLEASE NOTE: All vendors will be required to follow guidelines set forth by CDC as of the festival date. 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.)
- Who can participate and benefit: Local Not-For-Profit Organizations; however you may partner with a for-profit vendor as long as both parties agree on the details and amount the organization will receive.
- Vendors are responsible for set up, clean up, and bringing for your booth: PPE as needed (face covering, gloves, hand sanitizer, etc), tent, tables, chairs. Tables should be covered and skirted. Please decorate your booth in festive holiday colors. Following the event remove everything from you booth including any trash, etc. Trash receptacles will be locate in the area.
- 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 curtesy 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. Electricity is in limited supply; please be specific as to your need for it. 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.
- 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, booth decor or other items that are deemed offensive, inappropriate, or not in keeping with the festival's Christmas/Family Friendly 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.
- 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.**



VENDOR DATE: SATURDAY, NOVEMBER 13, 2021

## Application for Non-Profit Vendor Participation

By returning this completed form and fee you will be notified of updates as they become available.

Booth Location will 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.

No \_\_\_\_ Yes \_\_\_\_ Electricity needed for preparing food items. (Additional Fee required \$25 for one outlet only.)

A limited number of outlets are available for the festival. Please be specific regarding your need for electricity.

Electricity will be used for \_\_\_\_\_

\_\_\_\_\_

*Please type or write clearly:*

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

Not-For-Profit organization to benefit \_\_\_\_\_

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 12th.**

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* \_\_\_\_\_

