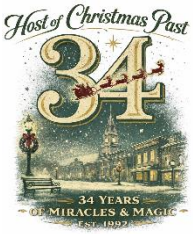

Friday, November 13th Opening Kick-off, Shopping and Dining 5pm to 8pm
Saturday, November 14th Festival Festivities 9am to 7pm
For-Profit & Non-Profit Vendors – Saturday, November 14th ONLY

Dear Festival For-Profit Vendor Participant and Non-Profit Vendor Participant:

As we celebrate our 34th year, we are proud to embrace the theme "34 Years of Miracles & Magic," with a festive twist inspired by a Christmas classic right here in the heart of Fayetteville. While honoring the unforgettable moments, meaningful impact, and extraordinary community support that have made each year truly special. We encourage you to have fun and be creative while bringing this theme to life. Please be mindful of trademark restrictions while planning your booth décor.

Vendors, both for-profit business and local non-profit organizations, are very important in the success of the festival each year by providing food, activities, and events for the whole family.
Note: In order to participate ALL for-profit businesses selling items must select a **Local non-profit organization** and make a monetary donation. The organization you choose to partner with must be listed on the attached application in order to participate, with both parties agreeing on the details and amount your selected organization will receive. (A list to choose from can be provided.)

Booth spaces are **first come first served**, so by returning the completed attached form and fee, you will be assigned a space depending on your needs and receive further updates as they become available. Please provide a valid, clearly written email address on the attached form for the 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.
- Please include a picture of your trailer, it will be used for spacing assignment and placement. We need to ensure the opening window is on the proper side for easy access to customers.
- Vendor placement will be assigned in the festival area prior to the festival. Electricity is available but very limited. Generators are accepted and encouraged.
- Booth space is 12x12; keep this in mind when determining the number of booth spaces needed for your tent or food truck or food trailer.
- Once unloaded, all vehicles will need to be moved from the vendor area to offsite parking lots.

HCP is a partnership with FLC Chamber of Commerce & Tourism Bureau, Local Businesses and Volunteers.
Your participation in the festival is very much appreciated. For questions, please email vendorhcp@gmail.com or call 951-306-7693. The volunteer HCP Oversight Committee is working hard to ensure that the 34th Annual Host of Christmas Past will be safe and enjoyable for everyone.

- **Vendor Form Deadline: October 14, 2026 by 4:00pm** (*But don't delay in returning your form and payment as space is of course limited and does fill up fast.*
- **Vendor Fee: $85**
- **Electric Fee: $40 very limited - must specify the use**
- **Make checks payable to Host of Christmas Past or HCP**

Sincerely,

Trish Bouldin, Chairman
HCP Vendor Committee

www.HostOfChristmasPast.com

Vendor Date Only: Saturday, November 14, 2026

GUIDELINES FOR LOCAL NON-PROFIT ORGANIZATION VENDOR

- Who can participate and benefit: Local Non-Profit Organizations must benefit. A For-Profit vendor may participate but must partner with a local Non-Profit Organization. Both parties agree on the details and amount the organization will receive.
- If selling from a food truck; **indicate on application the location of sales window & include photo with application.**
- What to bring: Vendors are responsible for set-up, clean-up, and bringing any needed supplies (tent, tables, chairs,etc). Following the event remove everything from your booth including any trash, etc. Trash receptacles will be located in the area.
- Vendor Notification: The Vendor Chair will communicate via email with booth locations prior to the festival. If you have questions, please let the chairman know. A map will be provided showing entrances and exits of the vendor area as well as all accessible restrooms that vendors may utilize. The festival area will be blocked overnight on the 13th by the Fayetteville Police Dept. so set up will be early on Saturday morning, the 14th.
- Permit & Check-in: Upon arrival on Saturday volunteers will be on hand to help with booth location. **ENTER ON EAST ENTRY SIDE OF SQUARE, ALL EXITS WILL BE ON NORTH SIDE**. Check in is anticipated to begin at 6:30 am. 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 park in one of the convenient parking lots located on Market St E, Elk Ave N, College St W.
- Booth Space: Booth space is 12x12. Keep this in mind when determining the number of spaces needed to accommodate food trailers and food trucks. Vendor booths will be street level/inside loop of county courthouse or in the festival area. Vehicles pulling trailers must be moved to offsite parking once the trailer is in place.
- Items For Sale: 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.
- Electricity & Generators: Vendors requiring electricity will be charged an additional $40 fee. Electricity is in very limited supply; please be specific as to your need for it. Only **ONE** outlet may be used per booth and no power strips will be allowed. Generators will be allowed and highly encouraged. Please specify on the form what power source you will be using.
- Restrooms: Restrooms in the Courthouse and Municipal Bldg will be open. Portables are located throughout the downtown area, and a complete map of available restrooms will be supplied with your paperwork prior to the festival.
- Christmas/Family Friendly Festival: 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.
- HCP Logo: 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 and logo to promote the event.

This year as we celebrate our 34th year, we are proud to embrace the theme "34 Years of Miracles & Magic," with a festive twist inspired by a Christmas classic right here in the heart of Fayetteville. While honoring the unforgettable moments, meaningful impact, and extraordinary community support that have made each year truly special. We encourage you to have fun and be creative while bringing this theme to life. Please be mindful of trademark restrictions while planning your booth décor.

- Signs: HCP Oversight Committee does not provide vendor booth signs.
- City Ordinance: No vendor booths will be allowed to set-up on sidewalks in front of businesses or in street 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.
- Keep Everyone in the Loop: Be sure all involved with your booth understand these guidelines.

NOTE: The HCP Oversight Committee reserves the right 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 14, 2026

Application for Vendor Participation

Acceptance upon submission unless otherwise notified by Vendor Chair.

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

Booth Location will be assigned based on the following:

_____ No food will be sold _____ Not preparing food on site _____ Cooking/preparing and selling food on site

If selling from a food truck: Sales window is located on: _____Drivers side _____Passengers side

Number of Booths: Single booth size is 12x12. Vendor booths will be street level/inside loop of county courthouse or in the festival area. Keep in mind when determining the number of spaces needed for Food Trucks and Trailers.

Electricity needed for preparing food items: _____ Yes (Additional Fee required $40 for one outlet only.)
A very limited number of outlets are available for the festival. Please be specific regarding your need for electricity.
Generators are accepted and encouraged. Please note if you will be using a generator: _____

Electricity will be used for:_____

Please type or write clearly:

Contact Person in charge during event: _____

Name of Business to be used for marketing if different from person in charge:

_____

Not-For-Profit organization to benefit _____

Email _____

Mailing address: _____

Best number to reach day and evening: _____

List **ALL** Items being sold with prices (attach separate sheet if necessary): _____

_____ _____ _____ _____

Return this form along with $85 fee per booth space to the Chamber of Commerce by **4pm, October 14th, 2026.**
Remember to include an additional $40 if requesting electricity.

Note: Fees are non-refundable once you have been approved to participate. HCP Festival and Committee are not responsible for any damage that may occur during the festival including any tents or equipment. For questions, please email me at vendorhcp@gmail.com.

Contact Person Responsible Signature: _____

By signing this application, I along with all members of my organization understand & agree to abide by the enclosed Guidelines set forth by the 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: *Amt paid* ____ *Number of booths* ____ *Elec* _____

Date Received: _____ *Assigned Location:* _____ *Permit Number* _____