



Friday, November 10th Opening Kick-off, Shopping and Dining 5pm to 8pm

Saturday, November 11th Festival Festivities 9am to 7pm

***For-Profit & Non-Profit Vendors – Saturday, November 11<sup>th</sup> ONLY***

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

Vendors, both for-profit 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:** If you are a for-profit business you must select a Local non-profit organization to benefit from the festival. The organization you have chosen 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.

Booth space is 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.
- Vendor placement will be assigned in the festival area prior to the festival. Electricity is available but very limited. Generators are accepted.
- Booth space is 12/12; 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, email me at [vendorhcp@gmail.com](mailto:vendorhcp@gmail.com) or call 951-306-7693. The volunteer HCP Oversight Committee is working hard to ensure that the 31st Annual Host of Christmas Past will be safe and enjoyable for everyone.

- **Vendor Form Deadline: October 13, 2023 4:00pm**
- **Vendor Fee: \$75**
- **Electric Fee: \$35 very limited-must specify use**
- **Make checks payable to Host of Christmas Past or HCP**

Sincerely,

Trish Bolden, Chairman  
HCP Vendor Committee

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

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Vendor Date Only: Saturday, November 11, 2023

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## **GUIDELINES FOR LOCAL NON-PROFIT ORGANIZATION VENDOR**

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- 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.
- 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 location a few days before the festival. If you have questions, please let the chairman know. A map will be provided showing entrances and exits of the vendor area. This area will be blocked overnight by the Fayetteville Police Dept.
- Permit & Check in: Upon arrival on Saturday volunteers will be on hand to help with booth location. 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: 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 \$35 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. Please specify this on the form.
- Restrooms: Portables located throughout the downtown area.
- 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, logo to promote the event.
- 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 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 11, 2023**

## **Application for 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) Not preparing food on site

\_\_\_\_ Vendor 2) Cooking/preparing and selling food on site

\_\_\_\_ 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.

Yes \_\_\_\_ Electricity needed for preparing food items. (Additional Fee required \$35 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.

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 13th**. Remember to include an additional \$35 if requesting electricity.

Note: Fees are nonrefundable once you have been approved to participate. HCP Festival and Committee are not responsible for any damages that may occur during the festival including any tents or equipment. For questions, please email me at [vendorhcp@gmail.com](mailto: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:*** Number of spaces \_\_\_\_\_

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