

HARTFORD HOMETOWN CHRISTMAS VENDOR BOOTH APPLICATION

Sunday, December 3, 2023 12pm-4pm West Central High School – Hartford SD

Business Name: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Product / Service to be displayed or sold: _____

Upon approval, spaces will be assigned on a first-come, first-serve basis. We will do our best to honor your requests; however, we do reserve the right to assign space as needed. Previous vendors: RESPOND BY: October 31, 2023, to secure spot.

_____ \$35 Single Booth (9' wide x 9' deep – You must provide your table & display)

_____ \$5 Electrical Outlet Needed (Limited)

_____ Wall or Center Booth Preference Final Total \$ _____

**Mail signed application & check made out to Hartford Am Legion Auxiliary for:
Christmas Craft Fair – 500 Tessa Ave – Hartford SD 57033**

Signature: _____ Date: _____

Rules & Guidelines

1. Booth fee and completed form are required before consideration for approval.
2. Booth Presentation & Regulation: All vendors will decorate and present a professional booth and staff at all times. Business signage and distribution or sale of materials allowed only at the assigned space and is prohibited in other areas. You are not allowed beyond the boundary of your 9'x9' booth space. Please refrain from using tape, stickers, confetti, or any similar items that cause cleanup issues or are considered litter.
3. **Vendors MUST be checked in, set up & ready to go by 11:30am.**
4. All vendors must be registered; **one vendor per booth.**
5. **SETUP:** Vendors may begin setting up at 9:00am and must be set up by 11:30am.
6. **TEARDOWN:** Vendors are NOT allowed to tear down before 4:01pm. Booth must be cleaned up and moved by 6pm.
7. **SALES TAX:** Each vendor must comply sales tax regulations; you are required to collect and report your own sales tax.
8. **There are NO REFUNDS:** Once your application is received and processed, there are no refunds for any reason. In the event of bad weather, an ACT of God, or any unforeseen occurrence that could cause a postponement, rescheduling, or cancellation of the event, vendors are not entitled a refund. Vendors unable to set up during a rescheduled event will forfeit their booth rent. We do reserve the right to assess this on a case by case basis. There will be a \$40 charge for any returned checks.
9. **Advertising Distribution:** We reserve the right to distribute our event publication.

By signing this form, the vendor agrees all liability from Hartford Hometown Christmas Committee, the City of Hartford and its employees, and all sponsors and vendors. This form needs to be signed prior to setup of your vendor booth space.