VENDOR TERMS AND INFORMATION
Smiths Station Holiday Bazaar
Smiths Station Government Center Campus
2336 Lee road 240, Smiths Station, AL 36877
Saturday, November 14, 2020
9 a.m. – 2 p.m. Eastern Time

Registration

- Pre-owned or second hand items not permitted
- ON-LINE at https://www.smithsstational.gov/ : Registration closes **November 5, 2020**.

Vendor Fee

- $20 – (You are responsible for bringing everything you need for your booth i.e., tent, tables, chairs, etc.)
- You may pay in person with cash, card, or check OR you may pay over the phone with a card.
    - There is a $2 card processing fee.

IMPORTANT

- **Approval:** ALL applications are subject to approval by the City of Smiths Station.
- **Email Confirmation:** Once your Application is approved, you will receive an email with "**Smiths Station Holiday Bazaar**" as the subject. If you have not received an email by **November 6**, please contact the event coordinator.
- **Requirement:** You must provide your own table, chairs, and/or canopy. You can bring a quiet generator if you need one.
- **Vendor Parking:** Rear parking lot of the Smiths Station Government Center Campus.
- **Arrival:** Your confirmation email will include your assigned space number.
    - You can begin setting up as early as **7:30 AM Eastern Time**.
    - Upon arriving at your designated booth location, you are required to immediately unload your belongings and park your vehicle in the Vendor Parking area. Once your vehicle has been moved, you can begin setting up.
    - Your vehicle must be unloaded and out of the vendor area by **8:30 AM Eastern Time**.

Contact Information

- **Event Coordinator:** Taylor Verbowski
- **Phone:** 334-560-6038
- **Email:** taylorverbowski@smithsstational.gov

****The City of Smiths Station reserves the right to refuse any Person/Organization from participating in the 2020 Holiday Bazaar****

# SMITHS STATION HOLIDAY BAZAAR

Government Center Campus
2336 Lee Road 430, Smiths Station, AL 36877
Saturday, November 14, 2020
9:00 a.m. to 2:00 p.m. Eastern Time

## Vendor Application

**IMPORTANT:**

- Approval: ALL Applications are subject to approval by the City of Smiths Station.
- Email Confirmation: Once your Application is approved, you will receive an email with "Smiths Station Holiday Bazaar" as the subject. If you have not received an email by **November 6th** please contact us at the number below.
- Vendor Fee: $20 *(You are responsible for providing everything, i.e. table, chairs, and canopy or tent).*
- Application Deadline: Must be received no later than 5:00 PM Eastern Time, November 5th
- Contact**:** Taylor Verbowski, Event Coordinator at 334-560-6038; taylorverbowski@smithsstational.gov

1. NAME: _____ _____
*First* *Last*

2. PHONE: _____

3. EMAIL: _____

4. ADDRESS: _____ _____ ____ _____
*Mailing Address* *City* *State* *Zip Code*

5. NAME OF COMPANY OR ORGANIZATION: _____

6. PLEASE LIST PRODUCTS TO BE OFFERED: _____

_____

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