



Hartford Hometown Christmas
Hartford, SD
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Theme: **Miracles of Christmas**

HARTFORD HOMETOWN CHRISTMAS VENDOR BOOTH APPLICATION

Sunday, December 4, 2016 | 12pm-7pm | West Central Becker Center - 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 spaces as needed. *Previous vendors: RESPOND BY: September 30, 2016 to secure your space.*

_____ \$25 Single Booth (approximate 9'x 9' space – You must provide table & display. Chair provided)

_____ \$5 Electrical Outlet Needed

_____ Wall or Center Booth Preference – Not Guaranteed

SELLING TIME OPTIONS: (Choose 1 option)

12 pm to 4 pm

12 pm to 7pm (*community dinner 4-7:30 next door generates higher traffic*)

Final Total \$ _____

**Mail signed application & Check made out to Hartford Hometown Christmas to:
Hartford Hometown Christmas c/o City of Hartford, 125 N. Main, 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'x 9' 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 11:30 am.**
- 4. ALL vendors must be registered; One vendor per booth.**
- 5. Setup:** Vendors may begin setting up at 9:30am and must be set up by 11:30am
- 6. Teardown:** Vendors are not allowed to tear down until 4:01pm. Booth must be cleaned up & moved out by 8pm.
- 7. Sales Tax:** Each vendor must comply sales tax regulations; you are responsible 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, and act of God or any unforeseen occurrence that could cause a postponement, rescheduling or cancellation of the event, vendors are not entitled to a refund. Vendors will unable to setup during a rescheduled date forfeits their booth rent. We do reserve the right to assess this on a case-by-case basis.
- 9. Advertising Distribution:** We reserve the right to distribute our event publication.

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

Email:| Hartfordhtcvendorinfo@gmail.com