



## VENDOR GUIDELINES

1. **Harpersville Day** is a Town-sponsored event.
2. Deadline to reserve a booth is **Friday, September 22, 2023**.
3. Booth assignments will be available on **September 28, 2023**.
4. Vendors may set up on September 29, 2023 after 12 noon or September 30, 2023 between 7:00 am and 8:00 a.m. **\*Harpersville is not responsible for lost or damaged goods if booth is set up the night before\*\*Please be set up and ready by 8am September 30<sup>th</sup>.**
5. Vendor booths space is 15' x 15'. **No Electricity available.** You must provide your own tents, tables, chairs, generator, signs, equipment, etc. Larger accommodations must be requested in advance. **Note\* Vendor spaces may be assigned on concrete sidewalk, grass, or asphalt which may or may not be level.**
6. Vendors will **not** be allowed to have any vehicles on grounds during event hours, unless authorized by Town Personnel. All vehicles need to be off the grounds and parked no later than 7:50am the morning of September 30<sup>th</sup>.
7. Vendors shall be solely responsible for the safe, clean disposal of all trash and for any damages caused by the vendor or vendor's employees to all buildings, grounds, person or person's property and shall indemnify and hold harmless the Town of Harpersville from such damages, claims, injury or defense costs.
8. Vendors assume all risks of property damage, property loss and all risk of physical injury.
9. Food vendors must comply with all Shelby County Health Department code regulations. The Town of Harpersville will submit waiver to the County three days prior to the event.
10. It is your responsibility to pay all sales taxes to the appropriate entity.
11. Booth rental fees are **non-refundable**.
12. The Application form is a binding agreement between the Vendor and the Town of Harpersville. All guidelines must be followed. Noncompliance will result in breach of contract by vendor thus forfeiting all fees paid.