

Lay Lake Music & Art Festival
At The
Alabama 4-H Center
March 13, 2021
Fiber & Natural Artist Vendor Application

(Paintings, pottery, metal art, wood carvings, glass works, etc...)

Please see our Sponsorship packages if you are interested in having an information booth.

(Return by email to ALA4H@aces.edu)

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Website: _____

Telephone No. (H): _____ (W): _____ (Cell): _____

Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in Lay Lake Music & Art Festival at the Alabama 4-H Center, agree to indemnify, hold harmless and defend the Alabama 4-H Center, its officials, representatives, agents, servants and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for Lay Lake Music & Art Festival, participating in Lay Lake Music & Art Festival or departing from Lay Lake Music & Art Festival. I have read and fully understood the above Hold Harmless and Indemnification Agreement. Vendor accepts liability to pay for any damages they cause to 4-H Center property. A vendor list will be published by the 4-H Center and I agree to allow the Center to take and publish photos during the event.

I have also read the attached vendor rules and agree to observe said rules. I understand that failure to do so will cause forfeiture of my vendor fees and forfeiture of my designated space at Lay Lake Music & Art Festival.

Signature of Vendor: _____

Date: _____

Lay Lake Music & Art Festival 2021 March 13, 2021 APPLICATION DEADLINE: February 12, 2021	
Arts Vendor Booth Single 12:00 pm - 6:00 pm 6' x 10" Inside Space _____ 10' x 10" Outside Space _____ Please mark if you prefer to be inside or outside Includes two wrist bands	<input type="radio"/> \$150
*Add one additional table & booth space	<input type="radio"/> \$100
*Electricity (for art vendors) (Electricity is limited and only available for those who REQUIRE electricity. ie: computer, space bounce, lamp display.) YOU MUST PROVIDE YOUR OWN HEAVY DUTY EXTENTION CORDS What will electricity be used for: _____ DUE TO LIMITED ELECTRICAL CAPACITY WE ARE UNABLE TO PROVIDE ELECTRICAL OUTLETS FOR FANS.	<input type="radio"/> \$20
Total Amount Due:	\$

List and describe ALL the products to be sold in your booth:

****A maximum of two vendors are included with each booth rental. Any additional passes will need to be purchased through our event registration process.**

Once your application is approved a link will be emailed to you to pay for your space. Booth space rental is non-refundable and the 4-H Center will have to approve if space is transferred to another vendor. Booth spaces are on a first come first served reservation, so payment is required to ensure your space.

Invoices must be paid within 24 hours. Our system notifies us when the invoice is delivered and each time it is viewed.

Contact Lay Lake Music & Art Festival Director: Kristy Abrams @ 205-669-4241 with any questions.

VENDOR RULES

(Please keep for your records)

Applications

- Applications will be accepted until **February 12, 2021** and are guaranteed by payment unless all spaces are reserved prior to this date.
- Applications will be reviewed as they arrive and a determination will be made to either accept or reject the application. Vendors are selected based on merchandise, product variety, and space availability.
- An invoice will be sent to the email address provided by the vendor and booth space will be confirmed once invoice is paid. **BOOTH SPACE WILL NOT BE GUARANTEED UNTIL INVOICE IS PAID.** All invoices must be paid within 24 hours.
- Approved and paid vendors will be notified via email by March 1 about event details and space assignments.
- Incomplete applications will not be accepted. Please call if you have any questions about filling out the form.
- **Email application (or a picture of the application) to ALA4H@aces.edu**

Booth Spaces

- Spaces for vendors will be marked with a number. No spaces are “promised” spaces. We will attempt to honor requests for a specific space, but **we are unable to guarantee a specific space.**
- No spaces shall be used for vehicles.
- You must provide your own racks, tent, additional tables & chairs, table covers, etc. 1 table and 2 chairs will be provided for each space, your booth must be set up within the space dimensions.
- Any tent or shelter must be freestanding. Tents are only allowed for outdoor spaces.

Check in and Set up

- Specific instructions for check-in will be given by March 1, 2021.
- Set up is from 8:30am - 10:30am March 13, 2021.
- All vehicles must be moved by 10:30am.
- Please have your booth setup by 11:00am (Doors will open at 12:00 pm)
- Vendor Parking will be in designated areas, spaces will be reserved upon payment for booth space.
- All vendors will remain respectful to all guest and comply with any CDC & State regulations for social distancing, masks, etc...
- No weapons to be sold.
- **Vendors are responsible for cleanup of their area/space. All spaces must be broken down and all items removed by 7:00pm.**

A Note from the Event Director:

We appreciate your interest in our event and we look forward to partnering with your business for a successful day. Your booth rental fee enables the 4-H Center to support our mission through 4-H youth programming all over the state! If you would like promotional material, please contact us and we will be happy to share. We hope to make the Lay Lake Music & Art Festival 2021 a huge success! If you have any questions, please let us know!

Kristy Abrams
Director
Alabama 4-H Center
205-669-4241
kabrams@auburn.edu

**The Lay Lake Music & Art Festival is a rain or shine
event for both indoor and outdoor spaces.**