



Vendor Terms and Information

Smiths Station Holiday Bazaar
Smiths Station Government Center Campus
2336 Panther Parkway, Smiths Station, AL 36877
Saturday, November 13, 2021
9 a.m. – 2 p.m. Eastern Time

Registration

- Pre-owned or second hand items not permitted
- Online at <https://www.smithsstational.gov/> : Registration closes **November 8, 2021**.

Vendor Fee

- \$25 – (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.

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 8**, 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 must 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 **8:45 AM Eastern Time**.

Contact Information

- **Event Coordinator:** Taylor Verbowski
- **Phone:** 334-297-8771 Ext. 6
- **Email:** taylorverbowski@smithsstational.gov

The City of Smiths Station reserves the right to refuse any Person/Organization from participating in the 2021 Holiday Bazaar



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- 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 8th** please contact us at the number below.
- Vendor Fee: \$25 (*You are responsible for providing everything, i.e. table, chairs, and canopy or tent, etc*).
- Application Deadline: Must be received no later than 4:30 PM Eastern Time, November 8th
- Contact: Taylor Verbowski, Event Coordinator at 334-297-8771 Ext. 6; 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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