**RUSSELL COUNTY HISTORICAL COMMISSION**

**historicftmitchell@att.net**

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**PIONEER DAY**

**QUILT & ART CONTEST**

**VENDOR INFORMATION & REGISTRATION**

**DATE: SATURDAY APRIL 21, 2018**

**TIME: 9:00 am – 4:00 pm Eastern Daylight Time**

**LOCATION: Fort Mitchell 1813 Fort & Museum**

 **561 HWY 165**

 **FT Mitchell, Alabama 36856**

**VENDOR ARRIVAL TIME: 7:30am to 8:30am**

 **Vendors must be set up by 8:30am**

**VENDOR FEE: Food vendors $50.00**

 **All others $20.00**

 **Space approximately 12X12**

 **Any sales made are the vendors’ we do not take a percentage.**

 **Vendors are responsible for their taxes.**

**FOR REGISTRATION AND**

**INFORMATION:** **historicftmitchell@att.net**

 **Naomi Elliott 706 573 1016 Susan Graham 706 888 4081**

 **Registration dead line April 17, 2018**

 **Make checks payable to:**

 **RUSSELL COUNTY HISTORICAL COMMISSION**

 **MAIL TO: Russell County Historical Commission**

 **P. O. Box 3411**

 **Phenix City, AL 36868**

**Russell County Historical Commission**

 **PIONEER DAY—QUILT & ART CONTEST**

**VENDOR CONTRACT**

**NO BOOTH SPACE WILL BE RESERVED WITHOUT FULL PAYMENT**

**CONTACT INFO**

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Product/Service Exhibited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you hear about Pioneer Day – Quilt and Art Contest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESERVATION**

I understand that booth space will be reserved on a first-come, first-paid basis. We will require the following:

* Rental fees must be paid in advance.
* Vendors are responsible for tables, chairs, extension cords, and booth clean up.
* If cancelling, a two-week notice is required for full refund.
* Rental fee is non-refundable due to weather conditions.
* Booth set up is only available on April 21, 2018 between 7:00-8:45 AM EDT.

I fully understand that The Russell County Historical Commission is hereby authorized to reserve booth space for our use at the Ft. Mitchell Pioneer Day to be held on Saturday, April 21, 2018 in Ft. Mitchell, AL. It is understood and agreed that all space will be assigned on a first-come, first-paid, basis. The Russell County Historical Commission reserves the right to decline any application, disallow any exhibit, which is not in keeping with the character of Pioneer Day, to assign exhibitors to the best alternate space and to make reasonable shifts in location for the benefit of the exhibitor or the betterment of Pioneer Day. I also understand that no vendor is allowed to sell any items/food/drinks that have not been preapproved by the Russell County Historical Commission. I also understand that any vendor who is caught selling anything without prior approval by the Russell County Historical Commission will be asked to pack up and leave the premises immediately. This Contract must be properly executed and full payment received no later than April 18, 2018 to:

**Russell County Historical Commission**

**Attn: Naomi Elliott**

**P.O. Box 3411**

**Phenix City, AL 36868**

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internal Use Only:** Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Payment:**  Check # \_\_\_\_\_\_\_\_\_\_\_\_\_ Money Order# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash

**Type of Booth:**  Regular Vendor Food Vendor Amusements

Russell County Historical Commission

*“THE COUNTY OF FORTS”*

**1040 BROAD STREET**

**P.O. BOX 3411**

**PHENIX CITY, AL 36868-3411**

Event site: Fort Mitchell Historical Park & Museum

 561 HWY 165

 Ft Mitchell, AL 36856

February 28, 2018

Dear Vendors,

The Russell County Historical Commission Pioneer Day will be held on April 21, 2018 at the Fort Mitchell 1813 Fort and Museum in Fort Mitchell, Alabama. This is a one day event. The hours are between 9:00 AM and 4:00 PM EDT.

This is a great opportunity to promote your business! We normally have 1000 or more in attendance. Past event attractions included horse drawn covered wagon rides, period reenactors, photo op on a real stagecoach, craft and art sales, kids’ amusements, live entertainment and a variety of food vendors.

All spaces are 12’ x 12’ and are $20.00 each with the exception of food vendors. Food vendors are $50.00. A limited number of electrical outlets are available for an additional $5.00 per space. Tents, tables and chairs are not furnished. There will be a $5.00 late fee if you choose to reserve a space after April 18, 2018.

Booths must be completely set up and vehicles moved by 8:50 AM EDT. Vendors will be allowed on the grounds to view space, set up tents, etc. the morning of the event from 7:00 – 8:45 AM EDT. All vehicles must be moved away from the vendor area by 8:50 AM EDT. Convenient parking spaces are available.

The Historical Commission has the right to accept/reject any application.

We hope that you will be able to participate in our Pioneer Day this year. Reservation inquiries and other information may be obtained by contacting me at (706) 573-1016 or naomi@ctvea.net.

Sincerely,



Naomi Elliott

Event Chair

Tax ID# 63-0972961

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*Historical Fort Mitchell*

