

**2018 HUNTSVILLE HAMFEST**

**COMMERCIAL VENDOR PACKAGE**

To All Prospective Vendors:

THANK YOU for your interest in showing with us at the 2018 Huntsville Hamfest Dealer and Exhibits Show on August 18 & 19, 2018! Inside you will find the following important vendor information:

- Facility and Booth Information
- Driving Directions
- Hotel information
- Booth Registration Form

Please review all of the information contained in this package and if you still have questions, feel free to contact any of us at any time. It is our mission to make your stay with us as enjoyable and trouble-free as possible. We're here to serve you!

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## **HUNTSVILLE HAMFEST VENDOR INFORMATION**

**Facility:** The Huntsville Hamfest Dealer Show is held in the spacious and easily accessible South Hall of the Von Braun Civic Center located in historic downtown Huntsville. This hall is an 80,000+ square foot room designed for easy indoor loading and unloading during move-in and move-out. The huge flea market is located in the same room, which allows easy crowd access to both areas. Contact information for the Von Braun Center is:

Von Braun Center  
700 Monroe St.  
Huntsville, AL, 35801 256-533-1953  
[www.vonbrauncenter.com](http://www.vonbrauncenter.com)

**Show Hours:** The show hours are 9:00–5:00 on Saturday and 9:00–3:00 on Sunday. The Main Prize drawings will be held on Saturday at 4:00 PM and on Sunday at 2:30 PM.

**Booth Description:** Each single booth is a nominal 10' wide x 10' deep measured from the front of the table. End cap booths are 20' wide and 10' deep. Booth prices include Hamfest admission, 8ft x 30" covered and skirted display tables, one waste can, red booth curtains, and two chairs. Wi-fi service inside is also available at no charge. AC power (120V and/or 208V), carpeting, storage tables, wired drops for high speed internet and telephone are available for additional cost. Storage tables are to be placed inside the booth only. See booth order form for pricing.

**Move-In / Move-Out:** When you arrive, you will be met by hamfest volunteers from the supporting clubs ready to help you with unloading your freight and locating your booth. Move-in hours are 10:00 AM until 8:00 PM local time (CDT) on Friday and 7:00–9:00 AM on both Saturday and Sunday mornings. **Everyone must vacate the hall Friday night no later than 8:00 PM sharp, so please plan accordingly.**

**Dealer Hospitality:** We try our best to make your time spent with us as trouble-free as possible by providing complimentary coffee and doughnuts to you each morning beginning at 7:00am in the dealer hospitality area adjacent to the dealer show. Each vendor will also receive one meal ticket per vendor badge good for our famous Honey Baked Ham catered lunch. If you are in your booth by yourself and can't leave it for lunch, let us know and we'll be glad to bring lunch to you!

**Shipping:** For shipping, receiving, and drayage service forms and information, refer to the SHIPPING page on the Hamfest website.

**Payment:** No commercial booth will be assigned until payment is received. Payment in full is to be submitted either by the Dealer Show PayPal link (<http://hamfest.org/DealerPmt.php>) or included with booth request forms. For phone or email booth orders, payments must be postmarked within 10 days of order to avoid reassignment. Commercial booths for which payment has not been received on July 1 will be subject to reassignment.

**Early Tear-Down:** In order to avoid unnecessary safety hazards or disruption of the hamfest, please keep all display items within the confines of your booth if you need to tear down while the Hamfest is in progress. No shipping containers stored by the VBC are to be brought through the aisles during Hamfest activities without permission of the Hamfest personnel.

**Sales Tax Information:** All retail sales at the Hamfest are subject to sales tax distributed as follows: Huntsville City 4.5%, Madison County 0.5%, and Alabama State 4.0% for a total of 9.0%. Instructions regarding procedures for payment to the different taxing authorities will be provided in the dealer package you receive upon arrival.

## DIRECTIONS TO VON BRAUN CENTER IN HUNTSVILLE, AL

### **Hamfest talk-in station K4BFT is on 146.34/94 , pl=100hz**

**From I-65 (North or South)** take Exit 340 to head East to Huntsville on I-565. Travel approximately 19 miles to exit 19-C (Washington Street). Turn right onto Washington Street and cross over the bridge to the first traffic light at Monroe Street. Turn right onto Monroe Street and travel to the 3rd traffic light (Clinton Avenue). To reach the South Hall Parking Garage, turn right (west) onto Clinton Avenue from Monroe Street. Continue to the next traffic light and turn left onto Pollard Street to access the South Hall Parking Garage.

**Entering Huntsville from Scottsboro on Hwy 72 West:** After Highway 72 West merges into I-565, take exit 19-A to Jefferson Street. Follow Jefferson Street to the first light at Monroe Street, and turn right. Stay on Monroe until you come to the Clinton Avenue red light. Continue on Clinton and turn left onto Pollard Street to access the South Hall Parking Garage.

**From Guntersville,** Highway 431 West will become Governors Drive. Follow Governors Drive across California Street and past Huntsville Hospital on your right. Turn right at the traffic light at Monroe Street. Go through the light at St. Clair, and turn left at the next light to stay on Monroe. Handicap parking will be on your left in front of the VBC. For the South Hall Parking Garage, continue on to Clinton Avenue and turn left onto Pollard Street.

### **HOTELS:**

The hotels listed below offer discounted room rates for hamfest attendees. All three are extremely convenient to the VBC. The Embassy is actually attached to the VBC so you can walk to your booth from your room without ever going outside! Spring Hill Suites property adjoins the VBC campus and is within a two minute drive in case of rainy weather. Otherwise it's just a short walk to the show. Be sure to use the reservation code "HAM" when making reservations at any of these fine hotels to get the hamfest room rate.

Embassy Suites by Hilton®  
800 Monroe St.  
Huntsville, AL 35801  
(256) 539-7373

Spring Hill Suites - Downtown  
745 Constellation Place Drive  
Huntsville, AL 35801  
(256) 512-0188

Homewood Suites  
714 Gallatin St. SW  
Huntsville, AL 35801  
(256) 539-1445

## 2018 HUNTSVILLE HAMFEST BOOTH REGISTRATION

Thank you for your interest in being with us at the Huntsville Hamfest Dealer Show on the weekend of August 18 & 19, 2018. Each single commercial booth is a nominal 10 ft wide and 10 ft deep and includes one 8'x30" covered and skirted table. Also included at no extra charge are hamfest admission, morning refreshments, and complimentary meal ticket for a catered lunch each day for you and each of your workers in the booth. Move-in from Friday 10am - 8pm (CST) and Sat/Sun 7am - 9am. Please see the Vendor Information page for more details.

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

e-mail: \_\_\_\_\_

Please indicate the quantity of each booth type you need as well as any second choice you might have (send payment for first choice only). All prices shown are totals for the weekend.

Number of Single Booths \_\_\_\_\_ x \$180 each = \$ \_\_\_\_\_

Number of Corner Booths \_\_\_\_\_ x \$210 each = \$ \_\_\_\_\_

Number of End-Cap Booths \_\_\_\_\_ x \$420 each = \$ \_\_\_\_\_

Number of Storage Tables Inside Booth \_\_\_\_ @ \$20 each = \$ \_\_\_\_\_

Carpet in booth @ \$75 per each 10x10 single booth area = \$ \_\_\_\_\_

AC Power (120VAC/\$50 and/or 208VAC/\$160)..... \$ \_\_\_\_\_

Telephone Line, no instrument (\$150)..... \$ \_\_\_\_\_

Wired Internet Drop in booth (\$420)..... (n/c for Wi-Fi)..... \$ \_\_\_\_\_

**TOTAL BOOTH COST = \$ \_\_\_\_\_**

Number of Dealer badges required: \_\_\_\_\_

Check here if you DO NOT need any display tables

### **TWO WAYS TO PAY:**

Mail this form along with payment to:

**Huntsville Hamfest Dealer Show  
P.O. Box 12534  
Huntsville, AL 35815**

OR

Scan and email this form to :

[dealershow@hamfest.org](mailto:dealershow@hamfest.org)

Then follow this link to submit your payment online:

<http://hamfest.org/DealerPmt.php>

For more information contact Art Davis/N4UC [dealershow@hamfest.org](mailto:dealershow@hamfest.org) 256-783-5676.