

2020 HUNTSVILLE HAMFEST VENDOR INFORMATION

VENUE: The Huntsville Hamfest Dealer Show is held in the spacious and easily accessible South Hall of the Von Braun Center (VBC) located in historic downtown Huntsville. This facility 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, allowing easy access to both areas. Contact information and physical address for the Von Braun Center is:

Von Braun Center 700 Monroe St. Huntsville, AL, 35801
256-533-1953 www.vonbrauncenter.com

HAMFEST HOURS: The Hamfest hours are 9:00–5:00 on Saturday and 9:00–3:00 on Sunday. The Main Prize drawings will be held at 4:00 PM on Saturday and 2:00 PM on Sunday.

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. Each booth includes Hamfest admission for all listed workers, one 8ft x 30" covered/skirted display table, waste can, back and side booth curtains, and two chairs. Optional items such as AC power (120V and/or 208V), carpeting, storage tables, wired drops for high speed internet and telephone are also available for additional cost. See booth order form or contact the Dealer Show Chairman for pricing.

PAYMENT: No commercial booth will be reserved or assigned until payment in full is received. Booth payment can be submitted online by using the Hamfest shopping cart located elsewhere on this website or paid by check mailed with booth request form to the Hamfest address. Do NOT send forms or payment to the VBC address!! _ Also, the registration form will be accepted by email and held up to two weeks, but no booth will be assigned until payment is received. Booths for which payment has not been received by June 1, 2020 will be subject to reassignment. Returning vendors have priority to retain their booths if payment is received by June 1. **Regardless of your method of payment, please make sure that the name of the company or contact name is listed so proper credit for the payment can be given.** _If you were not here in 2019, please contact the dealer show chairman to confirm availability of your desired booth arrangement before sending payment and registration form.

CANCELLATIONS / REFUNDS: In the event a booth registration must be cancelled before the Hamfest, the vendor of record or representative must inform the Dealer Show Chairman of the cancellation by email or phone as soon as possible stating the reason for the request. Depending on the date and circumstances of the cancellation, a refund may be granted by the Hamfest Chairman. Upon notice of cancellation, the cancelled booths immediately become available for reassignment.

DEALER HOSPITALITY: Complimentary coffee and doughnuts will be available to you each morning beginning at 7:00am in the dealer hospitality area adjacent to the dealer show. Also, each vendor will receive one meal ticket per vendor badge good each day 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.

SECURITY: No one is permitted in the South Hall without a valid vendor badge prior to the show opening to the public. All vendor setup must be completed prior to the show opening to the public. All loading areas and gates will be locked 15 minutes before the show opens to the public. If necessary during the show, booth re-stocking deliveries must be made through normal entry doors, preferably at the back of the room. Only pre-approved vehicles are allowed to remain inside the locked area during Hamfest hours. All doors to the South Hall are locked and verified by Hamfest and VBC Security personnel during non-show hours.

SHIPPING, RECEIVING, AND DRAYAGE: Shipping, receiving, and drayage services are provided by the VBC. For the necessary forms and information, refer to the SHIPPING page elsewhere in the Vendor Info section of this website. Shipping forms and payment are to be submitted directly to the Von Braun Center address listed on the form. **Please do not submit shipping forms or payment to the Hamfest address!!**

MOVE-IN/OUT: 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. **The roll-up door will go down and everyone must exit the hall no later than 8:00 PM CDT on Friday night, so please plan accordingly.**

EARLY TEAR-DOWN: In order to avoid unnecessary safety hazards or disruption of the hamfest, no early teardown of commercial vendor booths will be allowed before the beginning of the main prize drawing on Saturday. Please keep all display items within the confines of your booth if you need to tear down your booth while the Hamfest is in progress. No vehicles are allowed into the South Hall and no shipping containers stored by the VBC will be brought through the aisles during Hamfest hours and activities.

WI-FI / INTERNET: Complementary wi-fi access is provided by W5KUB to the Hamfest attendees and dealers within the South Hall during hamfest hours on as available basis. If you need more secure access or more bandwidth than available with this free service, a broadband wired connection can be purchased from the civic center and dropped into your booth for an extra fee. This service should be ordered on the booth registration form to avoid late addition charge after the show is set up.

SALES TAX: **The Hamfest does NOT collect sales tax forms or payments.** We are required to submit a listing of all Hamfest dealers to the taxing authorities after the show. All retail sales at the Hamfest are subject to 9% sales tax distributed as follows: Huntsville City 4.5%, Madison County 0.5%, and Alabama State 4.0%. Detailed instructions regarding methods of payment to the different taxing authorities will be provided in the dealer package that you will receive upon arrival. It is the responsibility of each dealer to know what sales are subject to sales tax.

LEGAL: By occupying any type of display space at the Huntsville Hamfest, each vendor agrees that all merchandise offered for sale at the hamfest, any vendor-owned equipment for use in a vendor booth, or activity sponsored by any vendor, shall comply with applicable safety and usage policies and regulations of the Von Braun Center and Huntsville Hamfest. At the discretion of the Huntsville Hamfest committee, and in conjunction with VBC management, non-compliance with this provision by a vendor can result in dismissal of any individual or the entire vendor party with no refund.

PARKING: Each commercial vendor will be allowed to park one vehicle at no charge in the VBC parking garage on the ground level of the South Hall. This does not apply to any vehicles that must utilize lot parking due to size, etc... Complementary booths not included. More instructions will be provided at check-in (no parking fees are collected on Friday)

MISCELLANEOUS: No food or drink sales are allowed by the Hamfest vendors. No animals are allowed in the Von Braun Center except service animals. No smoking or alcoholic beverages are allowed inside the Hamfest.

If you have any questions, send me an email to dealershow@hamfest.org

Art Davis N4UC
Dealer Show Chairman