



2023 Huntsville Hamfest Vendor Information *(revised 3/2/23)*

VENUE: The Huntsville Hamfest will be held August 19-20 in the South Hall of the Von Braun Center (VBC) located in historic downtown Huntsville. This spacious 120,000 sq. ft. facility is designed for easy indoor loading and unloading and ample room to spread out for social distancing. The 400+/- table flea market is located in the same room, allowing easy access to both areas. Contact information for the Von Braun Center is:

VON BRAUN CENTER www.vonbrauncenter.com
700 Monroe St.
Huntsville, AL 35801
Phone 256-533-1953

HAMFEST HOURS: SATURDAY: 9:00–4:30 SUNDAY: 9:00–3:00

BOOTH DESCRIPTION: Each single commercial booth is a nominal 10' wide x 10' deep and includes waste can, back and side booth curtains, two chairs, and complementary lunch both days. Single booths include one dressed display table, corners include two dressed display tables, and end cap booths include four display tables. To allow vendors flexibility in decorating their booths, additional tables are sold separately according to their needs. See booth registration form for other optional items such as AC power, carpeting, wired drops for broadband internet.

VENDOR HOSPITALITY: Each eligible vendor will receive one meal ticket per vendor badge good each day for a delicious 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. Complimentary coffee and doughnuts will also be available to you each morning beginning at 7:00am in the dealer hospitality area located in the northwest corner of the room adjacent to the Youth Lounge.

SHIPPING, RECEIVING, AND DRAYAGE: Shipping, receiving, and drayage services are provided by the VBC. Shipping forms and payment are available at [VBC Shipping forms](#) and are to be submitted directly to the Von Braun Center address listed on the form. **Please do not send shipping forms to the Hamfest address!!**

MOVE-IN: Move-in hours on Friday are 10:00 am until 7:00 pm local time (CDT) as well as on Saturday and Sunday mornings beginning at 7:00 am. On Friday night the roll-up door will go down promptly at 7:00 pm CDT and everyone must exit the hall, so please plan accordingly. On Saturday and Sunday, the roll-up door will close at 8:45a.m. After that time, all merchandise must be hand-carried or carted through the double doors adjacent to the roll-up. In order to maintain safe crowd flow through the aisles, all vendor merchandise and equipment must be located within their booth space at all times. During the show, vendors are encouraged to utilize the back freight entrance (west wall) to perform restocking of vendor booths. No motorized vehicles are allowed to remain inside the building during Hamfest hours without prior approval.

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 prize drawings each day. If you need to tear down your booth while the Hamfest is in progress, please keep all display items within the confines of your booth. 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.

SECURITY: No one is allowed to be in the South Hall without a valid vendor badge prior to the show opening to the public. All doors to the South Hall are locked and verified by Hamfest and VBC Security personnel during non-show hours.

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WI-FI / INTERNET: Complementary wi-fi access is provided by the Hamfest within the South Hall during Hamfest hours on a bandwidth-available basis. Arrangements for this can be made at the stage or W5KUB booth. 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. Wired service **MUST** be ordered on the booth registration form to avoid late addition charge after the show is set up.

PARKING: Commercial vendors receive complimentary parking for one vehicle in the VBC parking garage on the ground level of the South Hall. This area fills up quickly on Saturday so be sure to get there early! A limited amount of overnight parking for trailers is available outside upon request .

SALES TAX: **The Hamfest does NOT collect sales tax forms or payments.** We are however required to submit a list of all vendors present at the Hamfest 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 items of 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. Failure to comply with this provision by a vendor can result in dismissal of any individual or the entire vendor party with no refund.

OTHER:

- No food or drink sales are allowed by the Hamfest vendors.
- No motorized vehicles including scooters, skateboards, SEGWAYS, or similar items are allowed to be operated in the Hamfest at any time. Medically required devices are allowed.
- No passenger vehicles are allowed to remain inside overnight
- No animals except service animals are allowed in the Von Braun Center at any time.

COVID-19: *By attending Huntsville Hamfest, you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending Huntsville Hamfest, you assume all risks related to exposure to COVID-19 and agree not to hold Huntsville Hamfest, Huntsville Amateur Radio Club, American Radio Relay League, Von Braun Center, or any of their directors, officers, employees, contractors, vendors, or volunteers liable for any illness or injury. The Huntsville Hamfest will follow all Federal, State, and Local guidelines regarding COVID. Please note that the COVID mandate may change after this printing.*

Please contact the Dealer Show chairman at dealershow@hamfest.org if you have further questions.