

Huntsville Hamfest Vendor Policies and Information

Feb 2, 2024

The Huntsville Hamfest offers different types of exhibit space depending on the type of merchandise offered for sale. This document identifies the policies and information which apply to all vendors and exhibitors including commercial dealer booths, flea market tables, and tables for clubs and groups.

COMMERCIAL DEALER SHOW INFORMATION

Priority for commercial booth space will be given to amateur radio, electronics, and computer related businesses and exhibitors, with others welcome as space permits. Commercial vendors are welcome to use their own pre-manufactured custom booths in lieu of Hamfest tables but the display must fit within the standard booth dimensions being purchased. All others must use either dressed display tables provided by the Hamfest or their own company table skirts.

BOOTH DESCRIPTION:

Each single commercial booth is a nominal 10' wide x 10' deep and includes one dressed display table, waste can, back and side booth curtains, two chairs, complementary lunch and free admission for each badged worker. Corner booths include two dressed display tables in an L-shape while end cap booths contain four display tables and are normally configured as a U-shape. To allow vendors flexibility in decorating their booths, tables can be arranged as desired within the booth dimensions. Additional tables are sold separately according to their needs. See the Dealer Booth registration form for pricing and all your other booth needs. Vendors who require more (or odd-shaped) floor space due to non-standard displays will be allowed on a space-available basis but need to negotiate a custom booth price prior to the show.

VENDOR HOSPITALITY:

Each commercial vendor and qualifying Flea Market vendors (based on number of tables bought), will receive one meal ticket for each day per vendor badge. 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.

FLEA MARKET POLICY

The flea market area is primarily intended for the sale of used ham radio equipment, computers, other electronics, and related items. Flea Market vendors selling lower priced items that do not compete with commercial vendors are welcome in accordance with the following criteria:

Items that CANNOT be sold in the flea market include, but are not limited to:

- Ham radio equipment, computers, other electronics, and related items priced more than \$150 per item which carry a new factory warranty
- Commercial computer software priced more than \$150 with a new factory warranty
- Antennas priced over \$150 with a new factory warranty

- Ham radio related name badges, t-shirts, or caps.

Examples of items that ARE allowed to be sold in the flea market include:

- Used, surplus, reconditioned, or factory over-run equipment that carries no factory warranty
- New or used component piece parts such as resistors, connectors, and wire/cable
- Computer shareware
- Craft or other non-electronic type items are allowed on a limited basis with approval by the Flea Market Chairman.
- If you're not sure if your merchandise is allowed to be sold in the Flea Market, PLEASE ASK prior to the Hamfest!

In order to maintain a flea market atmosphere, no commercial signs, banners, or other displays containing company names or logos will be allowed above flea market tabletop height in the flea market area, unless approved by the Flea Market Chairman.

Vendors are responsible for any items sold from his or her table(s). Vendors that misrepresent items purchased by customers may be prohibited from selling and future flea market table rental.

CLUBS AND GROUPS INFORMATION

Clubs, groups, and similar organizations that exist solely for the advancement or enjoyment of amateur radio are allowed one display table in the hamfest at no charge as designated by the hamfest committee on a case-by case basis as space allows. Except for memberships or incidental items such as club pins, buttons or patches no marketing of commercial products, flea market items, or services is allowed from complimentary booths, Complimentary booths do NOT include admission, lunch, or any other amenities normally included with a commercial booth. Power is available in complimentary booths for the same cost as in commercial booths. If you reserve a complimentary table and are unable to attend, please inform the dealer show chairman by email as soon as possible.

POLICIES APPLICABLE TO ALL VENDORS and EXHIBITORS

- No sales of food or drink 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 motor vehicles are allowed to remain inside overnight
- No animals except service animals with service credentials are allowed in the Von Braun Center at any time.

BOOTH and TABLE ORDERING POLICIES

Payment can be submitted online by using the appropriate Dealer Show or Flea Market Hamfest shopping cart. Payment may also be paid by check mailed to P.O. Box 12534, Huntsville AL 35815. If ordering by mail, commercial dealers must include a booth request form along with payment. Do NOT send forms or payment to the VBC address!! **Dealer Show booths and Flea Market tables for which payment has not been received by July 1 will be subject to reassignment.** Be sure that the name of the company and contact name is listed so proper credit for the payment can be given. If

you were not here in 2023, contact the dealer show chairman or flea market chairman to confirm availability of your desired location before sending payment and registration form.

MOVE-IN

Move-in hours are 10:00 am until 6:00 pm local time (CDT) on Friday as well as from 7:00-9:00 on Saturday and Sunday mornings. On Friday night the roll-up door will go down promptly at 6:00 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 kept within their booth space. 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. **VBC regulations prohibit engines from being left running unattended inside the building at any time.**

EARLY TEAR-DOWN

In order to avoid unnecessary safety hazards or disruption of the Hamfest, no early teardown of 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 carts, except for small hand trucks, are allowed in the aisles during Hamfest hours. 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 prior to the show opening without a valid vendor badge. All doors to the South Hall are locked and verified by Hamfest and VBC Security personnel during non-show hours.

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 through the Hamfest IT volunteer coordinator. Contact any Board member for more information. 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 drops MUST be ordered no later than two weeks before the Hamfest to avoid late installation charge.

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. There is no charge for parking on Friday during move-in.

SHIPPING, RECEIVING, AND DRAYAGE

Shipping, receiving, and drayage services are provided by the VBC. Shipping forms and payment are available from me or at [the VBC website](#) 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!!**

CANCELLATIONS and REFUNDS

Before July 1, cancellations will receive a full refund of any payments received at that point. After July 1, refunds are NOT guaranteed but will be considered upon request at the discretion of the Hamfest based on timing and circumstances. In either case, the vendor of record or representative must submit a request for refund in writing to the respective Chairman as soon as possible stating the reason for the request (email is acceptable). Upon notice of intent to cancel, the cancelled booths/tables immediately become available for reassignment regardless of refund status.

SALES TAX

The Hamfest does NOT collect sales tax forms or payments. We are however required to submit a list of all commercial dealers 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 commercial 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. No food or drink sales are allowed by the Hamfest vendors. No animals are allowed in the Von Braun Center except service animals.\

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 which means that vendors must wear face covering at all times and no more than 2 people are allowed to be inside a single booth (10'x8' area) at one time. Please note that the COVID mandate may change after this printing. Updated policies will be provided at move-in.

Art Davis, N4UC
Dealer Show Chairman
dealershow@hamfest.org

Jim Spikes, N4KH
Flea Market Chairman
fleamkt@hamfest.org

Mark Brown, N4BCD
Hamfest Chairman
chairman@hamfest.org