

2025 HUNTSVILLE HAMFEST VENDOR POLICIES AND INFORMATION

19 Nov 2024

The Huntsville Hamfest offers different types of exhibit space depending on the type of merchandise offered for sale. This document outlines 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 BOOTHS

Each single commercial booth measures 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 10x10 L-shape while end cap booths contain four display tables and are normally configured in 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 of 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.

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.

FLEA MARKET TABLES

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

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.

Sale of the following items in the Flea Market is prohibited:

- Ham equipment, antennas, computers, software, electronics, and related items priced more than \$150 per item which carry a new factory warranty;
- Ham radio related name tags, badges, t-shirts, and caps, firearms, ammunition, explosives/flammable items, tasers/stun guns, lasers/laser-pointers which are not eye-safe (Class 2 and above), items with exposed hazardous voltages or substances etc
- Food, beverages, candy, drugs, or other consumables

If you're not sure if your merchandise is allowed to be sold in the Flea Market, PLEASE ASK prior to the Hamfest!

CLUBS AND GROUPS TABLES

Clubs or groups that exist solely for the advancement or enjoyment of amateur radio are welcome at Hamfest. New in 2025 is a small charge to offset the rising cost of the venue. Clubs and Groups shall clearly state their purpose or mission on their registration application. No marketing of commercial products, flea market items, or services is allowed from club/group booths except for memberships or incidental items such as club pins, buttons or patches. Club/Group tables do NOT include admission, lunch, or any other amenities normally included with a commercial booth.

POLICIES APPLICABLE TO ALL VENDORS, EXHIBITORS, and GROUPS

- 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 proper credentials are allowed in the Von Braun Center at any time.

VENDOR HOSPITALITY:

Each commercial vendor and qualifying Flea Market vendor will receive one meal ticket for both Saturday and Sunday 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 are available to you each morning beginning at 7:30AM in the dealer hospitality area.

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 made by check mailed to P.O. Box 12534, Huntsville AL 35815. If ordering by mail, commercial dealers must include a 2025 booth registration form along with payment. **Previous year's forms will not be accepted.** Do NOT send forms or payment to the VBC address! 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 2024, 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 7:30-9:00 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 8:45 AM. 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

Since the Hamfest is a two-day show, any teardown before 1:00 PM Sunday is strongly discouraged. Any vendor leaving the show early risks losing their future location in the show. Contact a Hamfest Board member in the event of an emergency.

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 will be allowed into the South Hall and no shipping containers stored by the VBC will be delivered until the Hamfest closes on Sunday.

SECURITY

No one is allowed to be in the South Hall prior to the show opening without a valid badge. All doors to the South Hall are locked and verified by Hamfest and VBC Security personnel during non-show hours. Since the Pre-Function Hallway is open to the public there is no security provided in that area after Hamfest 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 during check-in. There is no charge for parking on Friday during move-in.

SHIPPING, RECEIVING, AND STORAGE OF FREIGHT

Shipping, receiving, and storage services are provided by the VBC. Shipping and payment forms are available on [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 Board 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. However, we are required to submit a list of all commercial dealers present at the Hamfest to the taxing authorities after the show. It is the responsibility of each vendor to know what sales are subject to sales tax. 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 can be found at the following ALDOR One-Spot location: <https://www.revenue.alabama.gov/sales-use/one-spot-filing/>

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, complies 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.

COVID-19

The Huntsville Hamfest will follow all Federal, State, and Local guidelines.

Any mandates and policies contained within this document are subject to change after this printing.

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