

## 2023 Chill on the Hill Vendor Application Form

Woodland Forest Church is excited to announce our plans to host a community event, Chill on the Hill, on October 28, 2023. The event will feature a car, truck, and bike display, as well as arts and crafts vendors. Our goal is to raise funds for church missions and ministries, engage with members of our community, and provide local artists with a platform to showcase their talents. We believe that with the support of our community, we can create a fantastic event. Please consider applying as a vendor by filling out the attached form. Thank you for your interest in participating in Chill on the Hill.

### Contact Information:

Company Name/DBA: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

Type of Booth:  Direct Sale (limited)  Art or Craft  Other (Please describe) \_\_\_\_\_

Please give a detailed description of your products/services: \_\_\_\_\_

All vendors who have been granted approval will receive promotion on our social media channels. Please ensure that you present your business or yourself effectively in your provided description. You may use additional pages if required.

### Exhibitor requests the following booth size and agrees to pay the following booth donation (check one):

Inside (10' x 10') Space \$40.00 x \_\_\_\_ \* = \_\_\_\_\_ (\* = # spaces) Outside (10'x10') Space \$30.00 x \_\_\_\_ \* = \_\_\_\_\_ (\* = # spaces)

Spaces are limited and assigned on a first come first served basis.

Each exhibitor is responsible for providing their own tables and chairs for display purposes. In the case that may not be possible, rental options for limited quantities can be made available for a fee of \$10 per table and \$5 per chair.

Tables \$10 x \_\_\_\_ \* = \_\_\_\_\_ (\* = # needed) Chairs \$5 x \_\_\_\_ \* = \_\_\_\_\_ (\* = # needed)

Submit your booth donation electronically by utilizing Stripe through [woodlandforestchurch.org/donate](http://woodlandforestchurch.org/donate). Please create an account and select "Chill on the Hill Donation."

For those who prefer to pay via check, please make the payment out to Woodland Forest Church and indicate "CotH-Vendor" in the Memo section. Mail to the address below.

### For the application to be considered, the following must be included:

- Complete the **Vendor Application** form.
- Sign the **Terms and Conditions** document.
- Like us on Facebook to receive updates.
- Mail or email photographs, images or web link of your products, including your display.
- Mail or email all by **Friday, October 6** to:

Chill on the Hill/Monica Evans

Woodland Forest Church

6701 Hargrove Rd East

Tuscaloosa, AL 35405

[chillonthehill.wfc@gmail.com](mailto:chillonthehill.wfc@gmail.com)

By completing an application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in Chill on the Hill. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification.

**If you have any additional questions, please contact Monica Evans at 205-233-1804.**

**Terms and Conditions**

1. **Setup/ Break Down:** All Exhibitors must be set up and **ready to sell by 8 am** the day of the event. Exhibitors may begin setting up at **6:30 am** the day of the event. Sellers are responsible for their selling spaces.  
\*Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** Exhibitor tables/booths must be manned at all times and intact until show closes at 2 p.m. Woodland Forest Church is not responsible for merchandise or display materials.
3. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Woodland Forest Church expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the event.
4. **Exhibitor Spaces:** The allocation of exhibitor spaces will take into account placement, flow, and competition to enhance the experience of show attendees. Please include any special space requirements with your application, and we will make every effort to meet your needs. We operate a first-come, first-served basis for space reservations. Vendors are required to ensure their display equipment fits within the space booked, including any additional rails, stands, or equipment.
5. **Electricity:** Access to electricity within the event venue can be provided on a first-come, first-served basis, as it may not be available in all areas. Please be advised that the availability of electrical outlets cannot be guaranteed. Additionally, exhibitors must provide their own extension cords
6. **Tables & Chairs:** Each Exhibitor should furnish his or her own chairs, tables, stands, tent or canopy.(tents and canopies should be used outside only) If you wish to rent chairs and tables, please note that on application and we will make every effort to accommodate you for an additional fee. (\$10 per table/\$5 per chair)
7. **Cancellation of space:** Woodland Forest Church is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor.
8. **Indemnification:** Exhibitor agrees to indemnify and hold harmless Woodland Forest Church from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at Chill on the Hill.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Office use only below this line\*\***

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**Date Registration Received:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Date Confirmation Emailed:** \_\_\_\_\_ **Space Assignment:** \_\_\_\_\_