



# MERCHANDISE VENDOR INFORMATION AND FESTIVAL DETAILS

## Send Completed Application/Payment to:

Columbus Chamber of Commerce  
Attn: Magnolia Days Festival  
425 Spring Street • Columbus, TX 78934  
979-732-8385 • assist@columbustexas.org

## Vendor Point of Contact:

Janet Hollmann, Events Director  
979-732-8385  
assist@columbustexas.org

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| <b>Festival Dates, Times, and Location:</b>             | <ul style="list-style-type: none"> <li>• Friday, May 19: 5:00 p.m. - 11:00 p.m.</li> <li>• Saturday, May 20: 12:00 p.m. - 11:00 p.m.</li> </ul> <p>Courthouse Square (corner of Travis St. and Spring St.) • Downtown Columbus, Texas 78934</p>  |
| <b>Merchandise Vendor Market Times:</b>                 | <ul style="list-style-type: none"> <li>• Friday, May 19: 5:00 p.m. – 8:00 p.m.</li> <li>• Saturday, May 20: 12:00 p.m. – 7:00 p.m.</li> </ul> <p>While merchandise vendors are not required to sell on both Friday and Saturday, Friday sales are welcomed and encouraged. Overnight security patrols will be provided from 8:00 p.m. on Friday until 12:00 p.m. on Saturday. The Chamber is not responsible for any items or equipment that is lost, stolen, or damaged while on festival grounds.</p>  |
| <b>Merchandise Vendor Market Setup Dates and Times:</b> | <ul style="list-style-type: none"> <li>• Friday: Vendors may begin setting up at 12:00 p.m.<br/>Booths must be set up by 4:00 p.m. and cars must be moved and parked by 4:30 p.m.</li> <li>• Saturday: Vendors may begin setting up at 8:00 a.m.<br/>Booths must be set up by 11:00 a.m. and cars must be moved and parked by 11:30 a.m.</li> </ul> <p>There will be no changes in vendor booth location the day of the festival.</p>  |
| <b>Merchandise Vendor Fees:</b>                         | <p>Booth spaces for Columbus Chamber members in good standing are \$75 each. Booth spaces for non-Chamber members are \$100 each. Access to electricity is available for an additional \$25 (no charge for Chamber members). No vehicles will be allowed into the Vendor Marketplace for breakdown until 8:00 p.m. on Friday and/or 10:00 p.m. on Saturday.</p>  |
| <b>Booth Info:</b>                                      | <p>Each booth space is approximately 10'x10'. Vendor is responsible for bringing all tables, chairs, and/or display equipment needed for the booth. There is no wi-fi available for Courthouse Square/street vendors. Generators ARE NOT allowed. <b>No stakes of any kind may be used on the Courthouse Square.</b> All tents and display equipment must be anchored with cinderblocks, sand bags, or water barrels. <u>Vendors must provide their own anchoring equipment.</u></p>   |
| <b>Deadline:</b>  | <p>To guarantee a space, a completed vendor application/contract and payment must be received by the Chamber office no later than April 21, 2023. Booth spaces will be assigned on a first-come, first-served basis. Payment must be received before a vendor space will be reserved. Chamber members and 2022 registered vendors will have first choice of available spaces.</p>  |
| <b>Requirements/Expectations:</b>                       | <p>Booths must be neat, attractive, and well-maintained throughout the festival. Visible signage with clear pricing is recommended. Vendors are expected to stay open for business until 8:00 p.m. on Friday and/or 7:00 p.m. on Saturday. Keep walkways clear to avoid trip hazards for festival guests.</p> <p>Vendors are solely responsible for setting up, maintaining, and removing booth display and merchandise. All trash and debris must be removed from your booth.</p> <p>Magnolia Days Festival is a rain or shine event. Vendors should be prepared for inclement weather.</p> |



# MERCHANDISE VENDOR APPLICATION AND CONTRACT

Please complete and return this form along with  
payment no later than April 21, 2023.

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

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Description of the item(s) to sell/business to promote: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Booth Reservation and Payment Information:

I would like to reserve \_\_\_\_\_ 10x10 space(s) at \$100 each for the 2023 Magnolia Days Festival.

I will set up and sell on: ☐ Friday only ☐ Saturday only ☐ Both Friday and Saturday

☐ I request access to electricity for an additional \$25.

☐ Enclosed is \$\_\_\_\_\_ to pay for my booth space(s). (Please make checks payable to Columbus Chamber of Commerce)

☐ I'd like to pay via credit card. My credit card information is below.

Name on Card: \_\_\_\_\_

Account Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Billing Address: \_\_\_\_\_ CVV Code: \_\_\_\_\_

I have read and will abide by the Magnolia Days Festival general information, procedures, and conditions.

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

Printed Name: \_\_\_\_\_

For more information please call 979-732-8385, email [assist@columbustexas.org](mailto:assist@columbustexas.org), or visit our website at [www.magnoliadays.org](http://www.magnoliadays.org). All applications/signed contracts and payments are required no later than April 21, 2023.

## Office Use Only:

Received \$\_\_\_\_\_ on \_\_\_\_\_ ☐ check ☐ cash ☐ credit card by \_\_\_\_\_