HOOPER ACADEMY

2026 FALL FESTIVAL

Vendor Information Packet

THURSDAY	FESTIVAL	LOCATION
October 29, 2026	5:00-7:00 PM	380 Fischer Rd. Hope Hull, AL 36043

Thank you for your interest in joining our Fall Festival! This event supports Hooper Academy PTO and brings together families, friends, and community members for an evening of fun, food, and shopping.

Vendor Rules & Guidelines

- Each booth space is approximately 10 ft. x 12 ft. Vendors provide their own tents, tables, and chairs.
- Booth spaces are assigned by Hooper Academy PTO. Specific placement is not guaranteed.
- Booths must remain open for the entire event. No early breakdown.
- Electricity is not available due to the location of vendor booths.

Parking, Unloading & Setup

- Vendors may unload in the designated area from 3:00-4:30 PM.
- Vendors should be fully set up and ready by 4:00 PM.
- Vendors may park behind their booth space, if desired and space allows. Any vehicles not parked behind a booth must be moved to the designated vendor parking area by 4:30 PM.

Merchandise & Sales

- Family-friendly items only.
- Vendors are responsible for collecting and reporting any applicable sales tax.
- Please clearly display prices.

Food Vendors

- Food vendors must comply with applicable health department regulations.
- Food vendors must provide their own trash receptacles and properly dispose of waste.

Safety, Liability & Clean Up

- Vendors are responsible for securing their merchandise, cash, tents, and other property.
- Hooper Academy and Hooper Academy PTO are not liable for theft, loss, or damage.
- Vendors must remove all trash, merchandise, and materials from their booth area at the end of the event.

Cancellation

- No refunds after acceptance.
- If storms or unsafe weather are expected, the Fall Festival will be rescheduled. Vendors will be notified of any schedule changes.

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VENDOR FAQ

Q: How big is my booth space?
A: Approximately 10 ft. x 12 ft.

Q: What should I bring?
A: Tent, tables, chairs, cash/change, display materials, and trash bags.

Q: Do I need to bring change?
A: Yes. Please bring your own change. The school cannot provide it.

Q: Is Wi-Fi available?
A: No. Please plan to use your own cellular data if needed.

Q: What time is setup?
A: Vendor unloading/setup is 3:00-4:30 PM. Vendors should be fully set up and ready by 4:00 PM.

Q: When can I break down?
A: Breakdown begins at 7:00 PM after the festival ends. No early breakdown.

Q: Where do I park?
A: Vendors may park behind their booth space, if desired and space allows. Otherwise, move your vehicle to the designated vendor parking area after unloading.

Q: Will electricity be available?
A: No. Electricity is not available due to the location of vendor booths.

Q: Can I request a certain booth location?
A: Booth spaces are assigned by Hooper Academy PTO, and specific placement is not guaranteed.

Q: What happens if there is bad weather?
A: If storms or unsafe weather are expected, the Fall Festival will be rescheduled and vendors will be notified.

Q: Who do I contact with questions?
A: Brittany Kelly • 334-221-8524 • bbell4286@gmail.com

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VENDOR APPLICATION

Business/Organization Name:

_____

Contact Person:

_____

_

Phone Number: _____

Email Address: _____

Mailing Address:

_____

Type of Booth (check all that apply):

☐ Arts & Crafts ☐ Food & Beverage ☐ Games/Activities

☐ Retail/Products ☐ Nonprofit/Community Group ☐ Other: _____

Description of Items/Services to be Sold or Displayed:

_____

_____

_____

_____

_____

_____

Additional Information (if applicable):

_____

_____

Booth Fees & Event Details

Booth Fee	$40 per space
Application & Payment Deadline	October 16, 2026
Setup/Unloading	3:00-4:30 PM; booth ready by 4:00 PM
Festival Hours	5:00-7:00 PM
Breakdown	Begins at 7:00 PM; no early breakdown

IMPORTANT: **Applications and payment must be received by October 16, 2026. Space is not reserved until both the application and payment are received.**

Signature (agreeing to terms):

_____

Date: _____

Submitting Your Application & Payment

Applications: Email completed applications to **bbell4286@gmail.com** or mail/drop off to Hooper Academy. If mailing or dropping off your application, please label the envelope **Attn: Brittany Kelly (Hooper PTO).**

Payment: Mail or drop off payment to **Hooper Academy, 380 Fischer Rd., Hope Hull, AL 36043.** For checks, please write **"Fall Festival Vendor Fee"** in the memo line. Please label the payment envelope **Attn: Brittany Kelly (Hooper PTO).**

Questions? Brittany Kelly • 334-221-8524 • bbell4286@gmail.com

Thank you for supporting Hooper Academy! We look forward to seeing you at the Fall Festival.