



Vendor Guidelines

Opelika Songwriters Festival Dates: March 26 - March 29, 2026

Festival Location: Food & Craft Vendors will be at The Greenway venue

Application Deadline: February 28, 2026

Payment due at time of acceptance.

Insurance Due: March 25, 2026

Thank you for your interest in vending at the Opelika Songwriters Festival (OSF). Please review all information below carefully before submitting your application.

Application Process

- All craft vendors must apply online each year.
Online application: opelikasongwritersfestival.com/vendors
- Applications must include detailed product descriptions (not just product names) and pricing for all items you intend to sell.
- After submitting your application, please email photos of your booth, products, or promotional materials (booth setup, product images, or samples) to info@theswmi.org.
- Applications must be submitted by the deadline listed above.

- Failure to meet application or payment deadlines may result in forfeiture of your vendor space.

General Booth Information

Craft Vendor Location

- Craft vendors will be located in designated outdoor areas in downtown Opelika, positioned to provide access to both festival attendees and the general public.
- While overnight security will be provided, vendors leave all materials and fixtures at their own risk.
- The Opelika Songwriters Festival and Sound Wall Music Initiative insurance policies do not cover personal property. Vendors are responsible for securing their own insurance coverage.

Booth Space Requirements

- Booth spaces are limited to one 10' x 10' single-story area, including all poles, weights, cords, and fixtures.
- All storage and extra materials must remain inside your booth or vehicle.
- Booths on pavement must use approved weight systems; booths on grass must be securely staked.
- Vendors must provide:
 - A clean, professional, and well-maintained booth appearance
 - A professional sign (lit signs permitted; no flashing lights)
 - A booth with three sides and a weather-resistant roof
 - Adequate merchandise to last the duration of the festival
 - Courteous and professional staff

Pricing & Fees

Food Truck Fee

- \$200 per food truck
- A signed contract is required to hold your space until full payment is received.

Booth Fee

- 10' x 10' booth space: \$200
- Electrical power (two 20-amp / 110-volt circuits): Additional \$50
- A signed contract is required to hold your space until full payment is received.

Festival Access & Wristbands

- Vendors are not required to have festival wristbands.

- Vendors may purchase up to two discounted wristbands for access to ticketed music venues during non-working hours.
- Wristband purchase links will be emailed once booth payment is received.
- Wristbands may not be shared and must remain intact to be valid.

Refund Policy

- No refunds for cancellations on or after March 1, 2026.
- No refunds due to inclement weather.
- Refunds will be issued only if the festival is canceled.

Hours of Operation

Vendors will receive a load-in schedule prior to the event. Load-in may begin as early as 9:00 AM on Friday.

Required vending hours:

- Friday: 4:30 PM – 9:00 PM
- Saturday: 10:00 AM – 9:00 PM
- Sunday: 10:00 AM – 2:00 PM

Booths must be staffed during all required hours. Vendors may open earlier or stay open later but must close by the end of the final performance each night.

Taxes, Insurance & Permits

- Vendors are responsible for all applicable state and federal taxes.
- Vendors must provide a Certificate of Insurance with minimum coverage of:
 - \$1,000,000 Bodily Injury per occurrence
 - \$1,000,000 Property Damage per occurrence
- Sound Wall Music Initiative / Opelika Songwriters Festival must be named as additional insured.
- Vendors operate independently and assume responsibility for their own operations.
- Vendors are subject to city health and safety inspections.
- Any required transient merchant licenses will be coordinated through the festival.

Product Restrictions

- No glass containers, Styrofoam, weapons, illegal substances, or prohibited items are allowed.

- Vendors must sell only the products listed on their application unless written approval is granted.
- If selling fragile items, vendors must provide appropriate packaging to ensure safe transport.
- Acceptance is based on product quality, originality, and alignment with the festival environment.

Vendor Selection Criteria

Vendor selection is based on:

- Handmade and/or self-designed products
- Creativity, originality, and quality
- Musical or songwriting-related themes
- Past participation and professionalism
- Community ties and regional representation
- Ability to comply with festival sustainability efforts

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Booth Clean-Up

- Booths may not be dismantled before the festival concludes on Sunday.
- Vendors failing to clean their area will be charged a \$50 cleanup fee or the actual cost of cleanup.
- Poor cleanup may affect eligibility for future festivals.

Acceptance & Contact Information

Acceptance notifications will be emailed by February 20, 2026. Additional details will be provided upon acceptance.

Contact Us:

Email: info@theswmi.org

Website: <https://opelikasongwritersfestival.com>