

The Hickman County Arts and Crafts Guild
presents

Christmas Time's a-Comin' Arts & Crafts Fair

Saturday, November 17, 2018 9 a.m. to 4 p.m.

at the

East Hickman Elementary School
5191 Highway 100, Lyles, TN 37098

Please read the following carefully before filling out application.

- ALL items must be **hand-made** or **hand-crafted** — NO exceptions.
- Inside booth space provided is 10' x 10'. Booth personnel and items for sale must be kept within booth parameters. Please do not block walkway. Food vendor booths are located outside.
- Booth fees are as follows:

	through Sept. 29th	Sept. 30th through Nov. 10th
HCACG Members	\$35	\$45
Non-Guild Members	\$50	\$60
Food Vendors	\$60	\$70
- Fee for electricity: \$10
- Confirmation will be sent by email or SASE provided by vendor.
- This is a **juried event**. Photos of your booth &/or links to your website, Facebook page or Etsy shop is required if this is your first event with us.
- NO monogramming, embroidery or vinyl cutting machines allowed at the venue.
- **Sept. 29th** - deadline to request the same booth assignment as last year
- **Oct. 20th** - deadline for cancellation with a refund
- Applications received after **Nov. 10th** will be considered depending on availability.
- Sharing a booth is allowed — ONLY 2 independent vendors to one booth.
- Nonprofit organizations should contact the Event Chair before applying.

- This is an **INDOOR** event. Vendors are responsible for bringing their own tables, chairs, etc. There **WILL NOT** be tables available to rent. No canopies allowed -- canopy frames are allowed. If additional equipment (racks, etc.) will be used, please list on application.
- Wall space and electricity will be available on a first-come, first-served basis. If your booth requires either, mark the application appropriately. In case an extension cord is needed, only heavy duty cords will be allowed. The vendor is responsible for securing the cord with duct tape.
- Upon arrival, vendors will receive a packet with name tag(s), menus, envelope and a survey.

SET-UP TIMES: Friday, November 16th from 4:30 p.m. - 7:00 p.m. or
 Saturday, November 17th from 7:00 a.m. - 8:45 a.m.

- On Friday, vendors will be allowed in as soon as the booth spaces are marked.
- After unloading, please move your vehicle to the designated area PRIOR to setting up booths.
- Booths must be open for business by **9:00 a.m.** and must remain open until **4:00 p.m.**
- ** Vendors leaving early risk not being invited to return next year.
- ** If you Need to leave early, the Event Chair must be contacted prior to breakdown.
- Vendors must be completely packed BEFORE moving vehicles for loading.
- Children **MUST** be supervised at all times.
- No pets allowed; only service animals.
- Appropriate signage and table skirting for your booth is required.
No boxes, extra merchandise or debris should be visible.
- Smoking is prohibited on the premises; in addition, burning of incense, candles, etc., or use of diffusers will not be permitted.

Annual Christmas Time's a-Comin' Vendor Contract

***** PLEASE PRINT ***** PLEASE PRINT ***** PLEASE PRINT *****

Vendor Name _____

Mailing Address - Street or P.O. Box, City, State, Zip Code _____

Phone Number _____

Email Address _____

Booth / Business Information:

Booth / Business Name _____

Business Phone Number _____

Business Email Address _____

Business Web Address _____

Facebook Address _____

Description of Wares:

No weapons of any kind are allowed. Items must be family friendly. **All items must be listed. If they are not listed, you will not be allowed to sell them.** To better define your product, broad terms, i.e., Home Decor, Wood Items, etc. will not be accepted. Use the back of the Hold Harmless Agreement if needed.

List all persons who will be present. Name tags will be issued, worn and picked up at the end of the day.

Link(s) to view wares: _____

TO BE COMPLETED BY HCACG:

DATE RECEIVED _____

M _____ E _____ W _____ O _____ F/S

COMMENTS _____

BOOTH NUMBER _____

If you participated last year, would you like the same booth assignment, if at all possible?

If electricity is requested, booth location may need to be changed. Yes _____ No _____

Will you need electricity? Yes _____ No _____

Will you need a wall? Yes _____ No _____

Additional equipment? _____

I plan to set my booth up on: Friday _____ Saturday _____

Submission Checklist

Booth Fee: _____ x _____ = _____
of Booths Amount

Add _____ = _____
Electricity - \$10 Total Amount Enclosed

- * Application completed and **signed**
- * **Signed** Hold Harmless Agreement: Indemnification and Release document
- * Check or Money Order payable to: Hickman County Arts & Crafts Guild
- * Photos, if applicable

Mail all of the above to:

HCACG
P.O. Box 123
Centerville, TN 37033

Would you like to receive information regarding Hickman County Arts & Crafts Guild Membership?
It is not a requirement to live in Hickman County - only that you have an interest in the arts.

_____ Yes, I would like to receive membership information.

Please read the following:

1. I agree the school will not be held liable for any loss, theft or damage to any goods or personal property; or for injury to persons or property within the area of the booth leased by me.
2. I understand the school and HCACG reserve the right to adjust booth placement as unforeseen circumstances arise.
3. I understand wares exhibited must be hand-made or hand-crafted and approved by HCACG.
4. I understand no weapons of any kind are allowed to be sold.
4. I agree that my booth will not be disassembled until 4 pm.
5. I grant permission to the HCACG to print my picture, if taken during this event, for future advertisement purposes. _____ Yes _____ No

I have read, understand and agree to comply with the Annual Christmas Time's a-Comin' Arts & Crafts Fair Guidelines as provided.

Signature _____

Date _____

Questions? Contact Janet, Event Chair

931.242.0428 or by Email: info@hickmanartsandcraftsguild.org

