

THE HICKMAN COUNTY ARTS AND CRAFTS GUILD
PRESENTS THE

11th Annual Christmas Time's a-Comin' Arts & Crafts Fair

Saturday, November 16, 2019 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 the application.

- ALL items must be **hand-made** or **hand-crafted**. No Direct Sales.
- **Inside booths** are 10' x 10'. Vendors must bring their own tables, chairs, etc. No canopies allowed—**canopy frames** are allowed.
- Wall space & electricity are available. Only heavy duty extension cords will be allowed. Vendors are responsible for securing the extension cord with duct tape.
- **Food vendor booths** are located outside. No electricity available.
- **Booth fees** are as follows:

	through Oct. 19th	Oct. 20th through Nov. 9th
HCACG Members	\$35	\$45
Non-Guild Members	\$50	\$60
Food Vendors	\$60	\$70
Non-Profit	\$25	\$25
- Fee for indoor electricity: \$10
- Deadline for cancellation by the vendor with a refund is **Oct. 19th**.
- 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.
- Applications **POSTMARKED after Nov. 9th** will be considered, depending on availability.
- Confirmation will be sent by email or SASE provided by the vendor.

SET-UP – Saturday morning beginning at 7:00 a.m.

- After unloading, please move your vehicle to designated area **PRIOR** to setting up your booth.
- Likewise, please have everything packed before moving vehicles for loading.
- Vendors leaving early risk not being invited to return next year.

- 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 PO Box, City, State & Zip Code

Phone Number

Email Address

Booth Name

Description of Wares:

Items must be family friendly. All items must be listed. Please do not use broad terms, i.e., Home Décor, Wood Items, etc. Reason? We use this information when mapping the vendors – we do not want 2 vendors with the same items next to each other.

List all persons who will be present. Name tags will be placed in your packet. Please wear them all day.

List link(s) to view wares: _____

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 _____

TO BE COMPLETED BY HCACG:

DATE RECEIVED _____

DATE NOTIFIED _____

BOOTH NUMBER(S) _____

Submission Checklist

Booth Fees:

Art Guild Members	\$35	Booth Fee: _____	x	_____	=	_____
Non-Guild Members	\$50			# of booths		Amount
Food Vendors	\$60				+	_____ Electricity = \$10
NonProfit Vendors	\$25				+	_____ Late Fee = \$10
					=	_____ Total Enclosed

Do you have the following?

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

FOOD VENDORS --- PLEASE INCLUDE MENU WITH PRICES - AND - PROOF OF INSURANCE

***** Mail all of the above to:**

HCACG
PO Box 123
Centerville, TN 37033

Regarding Membership ---Please return to the website: HickmanArtsAndCraftsGuild.org Information can be found under About Us. If you do not have access to the internet, please call 931.670.3836.

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.
5. I agree that my booth will not be disassembled until 4 p.m.

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

Signature _____ **Date** _____

Questions? Contact Janet, Event Chair - 931.242.0428 or email: info@HickmanArtsAndCraftsGuild.org

