

Vendor Information

FOR THE



3rd Annual Keg County Arts & Crafts Fair

Saturday, May 9, 2020 9 am – 4 pm

Centerville Courthouse Square

*** ALL items must be handmade or hand crafted. NO Direct Sales. ***

- This OUTDOOR event will go on whether RAIN or SHINE, so come prepared accordingly.
- Outside booths are 10'x10'. Inside booths are limited – contact Event Chair for information.
- Booth fees are as follows:

Guild Members	\$35	Non-Guild Vendors	\$50
Food Vendors	\$60	Non-profit Vendors	\$25
- ** For half a booth or an additional second booth, contact the Event Chair.
- To receive free booth for demonstrations or education, you must rent a booth to sell handmade / hand crafted items. T-shirts promoting the organization are not allowed to be sold.
- Fee for electricity: \$10
- Application w/ payment must be POSTMARKED by **May 2nd** to be accepted.
- Confirmation will be sent by email or SASE provided by the vendor.
- NO REFUNDS unless the event is cancelled by the Arts & Crafts Guild.
- This is a **juried event**. If this is your first event with us, please mail photos, email photos or provide a link to your website, Facebook page, or etsy shop with photos of your items.
- Sharing a booth is allowed – ONLY 2 independent vendors allowed in one booth.
- Canopies, tables, chairs, etc. will not be provided. Canopies need adequate tie-downs for grass or concrete.
- Drilling holes into the concrete is not allowed.
- Only heavy-duty extension cords are allowed. Be prepared to secure your extension cord. In grassy areas, “staples” like this  or  can be purchased at the co-op or easily made. On concrete, duct tape is needed.
- Appropriate signage for your booth is recommended.
- Table skirting should be to the ground, so that no boxes, extra merchandise or debris is visible.
- **SET-UP: Saturday, May 9th—ONLY--**beginning at 7 a.m. for **VENDORS**. Do not arrive before 7 am. After unloading, move vehicles to designated area PRIOR to setting up booth. Cars **MUST** be moved by **8 am**.
- **Please do NOT begin packing until 4 pm.** Must be completely packed before moving vehicle to square.
- *** ATTENTION **FOOD VENDORS** *** -- please do not arrive before 8:30 am. ***
- **FOOD VENDORS** may break down between 3 pm – 3:30 pm.
- Children must be supervised at all times.
- No pets allowed; only service dogs.
- Please leave area as clean as when you arrived.

Directions:

From Columbia: Take Hwy 50 W. At the T-intersection of Hwy 50 & Hwy 100, turn Right onto Hwy 100. Go approx. 1½ miles & turn Right at 1st stop light.

From Nashville: From I-40 W., take exit 172. Turn Left onto Hwy 46; go approx. 5 miles. At stop light, turn Right onto Hwy 100. Courthouse Square is approx. 17 miles. Turn Left at the second stop light.

From Memphis: From I-40 E., take exit 148. Turn Right onto Hwy 50. Travel approx. 17 miles. At the T-intersection, turn Left onto Hwy 100. Go approx. ½ mile & turn Right at the 1st stop light.

Received _____

Notified _____

Questions? Email: info@HickmanArtsAndCraftsGuild.org -> Subject: Keg County - or - call: 931.242.0428 Booth _____

Vendor Application

Name

Booth Name

Mailing Address – Street or PO Box, City, State, Zip Code

Phone Number

Email Address

Description of Items for Sale:

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 provided.

If this is your 1st event with us, please provide photos via email or a link to your website, Facebook page or etsy shop.

If you participated last year, would you like the same booth assignment, if it is possible?

If electricity is requested, booth location may need to be changed.

Yes ___ No ___

Will you need electricity?

Yes ___ No ___

Booth location preference? (First come, first served-unless you're a returning vendor.)

Inside ___ Outside ___

Submission Check List

___ Application complete and **signed**

___ **Signed** Hold Harmless Indemnification & Release document

___ Check or Money Order payable to: Hickman County Arts & Crafts Guild or HCACG

___ Photos, if applicable

*** ___ **FOOD VENDORS** ---- PLEASE INCLUDE MENU and PRICES ***

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

HCACG

PO Box 123

Centerville, TN 37033

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Membership:

Would you like information about joining the Hickman County Arts and Crafts Guild? Please return to the website: www.HickmanArtsAndCraftsGuild.org Information can be found under About Us.

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I have read, understand and agree to comply with the Annual Keg County Arts & Crafts Fair Guidelines as noted in the Vendor Information document.

Signature _____ **Date** _____

HOLD HARMLESS AGREEMENT: INDEMNIFICATION and RELEASE

Participant (your name): _____

(Hereinafter referred to as "Participant"), being provided promotion through the Hickman County Arts & Crafts Guild, agrees to the following terms and conditions:

1. The Hickman County Arts & Crafts Guild Annual Keg County Arts and Crafts Fair; operators of the Annual Keg County Arts and Crafts Fair (including Events Chairperson and Events Committee, operated in the future by the Hickman County Arts & Crafts Guild); and its officers, members and volunteers.
2. "Participant" shall mean any vendor, participant, volunteer, or entity promoted for the Annual Keg County Arts and Crafts Fair; participant's employees, agents or volunteers, including family members; and its heirs and assigns.

Indemnification

Participant shall indemnify and hold harmless the Annual Keg County Arts and Crafts Fair operators, Hickman County Arts & Crafts Guild officers and members, the county of Hickman and its City Council, boards and commissions, officers, agents, employees and volunteers from and against any and all loss, damages, liability, claims, suits, costs, and expense whatsoever, including reasonable attorney's fees regardless of the merit or outcome of any matter connected to any act or omission in going to, coming from or performing services, work or activities at or in relation to the Annual Keg County Arts and Crafts Fair.

Release

Participant hereby waives, releases and discharges any and all claims for personal injury, death or property damages which it may have or which may hereafter accrue as a result of its activity regarding the Annual Keg County Arts and Crafts Fair.

Annual Keg County Arts and Crafts Fair Safety Requirements

Participant hereby assumes liability and financial responsibility for any accident, injury or property damage resulting from failure to comply with the Annual Keg County Arts and Crafts Fair rules, specifically health and safety regulations.

I HEREBY STATE THAT I HAVE READ, UNDERSTAND AND AGREE TO FOLLOW THE ABOVE PROCEDURES OUTLINED IN THIS COPY OF THE ANNUAL KEG COUNTY ARTS AND CRAFTS FAIR HARMLESS AGREEMENT: INDEMNIFICATION AND RELEASE FORM, IN WITNESS THEREOF, THIS AGREEMENT IS EXECUTED ON

THIS _____ DAY OF _____ (month), _____ (year).

Print Applicant's Name

Applicant's signature

Street or P.O. Box

City

State

Zip Code

County