THE HICKMAN COUNTY ARTS AND CRAFTS GUILD
PRESENTS THE

12th Annual Christmas Time's a-Comin'
Arts & Crafts Fair

Saturday, November 21, 2020 9 a.m. until 4 p.m.

AT THE

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

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 & limited 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 **Nov. 14th** Indoor electricity $10 if available

HCACG Members	$35
Non-Guild Members	$50
Food Vendors	$60
Non-Profit	$25

- No refunds unless the event is canceled by the Guild.
- Special price for 2nd booth, if needed – Send an email to the address below.
- Non-Profit Organizations need to contact the Event Chair before applying. Email address below.
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- This is a **juried event**. Photos of your booth by mail or email &/or links to your website, Facebook page or Etsy shop is required if this is your first event with us.

- Applications POSTMARKED **after Nov. 14th** will be considered, depending on availability.
- Confirmation will be sent by email or SASE provided by the vendor.

SET-UP – Friday afternoon 4:45pm-7pm, after the booths are marked
and Saturday morning 7:00am-8:45am. Must be ready for customers by 9:00 am

- 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.

Hickman County Arts & Crafts Guild | PO Box 123 | Centerville, TN | 37033
www.HickmanArtsAndCraftsGuild.org | info@HickmanArtsAndCraftsGuild.org

Annual Christmas Time's a-Comin' Vendor Contract

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

_____ _____
Vendor Name Booth Name

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

_____ _____
Phone Number Email Address

Description of Wares:
Items must be family friendly & all must be listed. Please do not use broad terms, i.e., Home Décor, Wood Items, etc. Why? 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? Yes _____ No _____
Will you need electricity? Yes _____ No _____
Will you need a wall? Yes _____ No _____
FOOD VENDORS --- PLEASE INCLUDE MENU WITH PRICES – AND – PROOF OF INSURANCE

***** Mail Application, Hold Harmless Agreement and Menu, if applicable to:**

HCACG
PO Box 123
Centerville, TN 37033

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

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 Christmas Time's a-Comin' Arts and Crafts Fair; operators of the Christmas Time's a-Comin' 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 Christmas Time's a-Comin' 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 Christmas Time's a-Comin' 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 Christmas Time's a-Comin' 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 Christmas Time's a-Comin' Arts and Crafts Fair.

Christmas Time's a-Comin' 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 Christmas Time's a-Comin' 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 CHRISTMAS TIME’S a-COMIN' 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