

THE HICKMAN COUNTY ARTS AND CRAFTS GUILD  
PRESENTS THE

# *12<sup>th</sup> Annual Christmas Time's a-Comin' Arts & Crafts Fair*

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

AT THE  
Stables Event Space  
1726 Highway 100, Centerville 37033

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. Electricity = \$10.00.
- Food vendor booths are located outside. Limited electricity available.
- Booth fees are as follows:                      through **Nov. 14<sup>th</sup>**

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 2<sup>nd</sup> booth, if needed – Send an email to the address below.
- Non-Profit Organizations need to contact the Event Chair before applying. Email address below.
- 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. 14<sup>th</sup>** will be considered, depending on availability.
- Confirmation will be sent by email or SASE provided by the vendor.

**SET-UP** – Friday afternoon 3 pm-7 pm  
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 requested.  
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 \_\_\_\_\_ 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 all day. Name tags will be placed in your packet. Please wear them all day.

List link(s) to view wares: \_\_\_\_\_

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 Stables Event Space (SES) 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 SES 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 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](mailto:info@HickmanArtsAndCraftsGuild.org)

