

THE HICKMAN COUNTY ARTS AND CRAFTS GUILD
PRESENTS THE

*13th Annual Christmas Time's a-Comin'
Arts & Crafts Fair*

Saturday, November 20, 2021 9 a.m. until 4 p.m.

AT THE

East Hickman Middle School
9414 E Eagle Drive, 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. Electricity = \$10.00.
- Food vendor booths are located outside. Limited electricity available.
- Booth fees are as follows: through **Nov. 11th** **** Make checks or money orders payable to:

HCACG Members	\$35	Hickman County Arts
Non-Guild Members	\$50	& Crafts Guild -- or --
Food Vendors	\$60	HCACG
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.
- 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. 11th** will be considered, depending on availability.
- Confirmation will be sent by email or SASE provided by the vendor.

SET-UP –Nov. 19th, Friday afternoon 3 pm-7 pm

Nov. 20th, Saturday morning 7:00 am-8:45 am. 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 *****

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**

**** Write checks payable to: HCACG**

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

HCACG

PO Box 123

Centerville, TN 37033

AMOUNT ENCLOSED _____

Please read the following:

1. I agree the East Hickman Middle School (EHMS) 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 EHMS and the 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? Call – 931.242.0428 or email: info@HickmanArtsAndCraftsGuild.org

For Guild use: Received _____ Notified _____ Booth # _____

