

# Vendor Information

FOR THE

## 4th Annual Keg County Arts & Crafts Fair



Saturday, May 14, 2022

9 am – 4 pm

Centerville Courthouse Square

(for GPS) 405 West Public Square

- ALL items must be handmade or handcrafted. NO Direct Sales.
- This OUTDOOR event will go on whether RAIN or SHINE, so come prepared accordingly.
- Booths are 10' x 10'. Fees are as follows:

Art Guild Members	\$35	Non-Guild Members	\$50	Electricity	\$10
Non-Profit Vendors	\$25	Food Vendors	\$60		
- \*\* If you need a second booth, contact the Event Chair at the phone number below.
- To receive a free booth for demonstrations / education, you must rent a booth to sell handmade / handcrafted items.
- Application w/ payment must be POSTMARKED by **May 4<sup>th</sup>** to be accepted.
- Confirmation will be sent by email or SASE provided by the vendor.
- NO REFUNDS unless the event is cancelled by the Hickman County Arts and 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 are allowed in one booth.
- Canopies, tables, chairs, etc. will not be provided. Canopies need adequate tie-downs for grass or concrete. Drilling a hole 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 required.
- Appropriate signage and table skirting for your booth is recommended.
- Table skirting should be to the ground so that no boxes, extra merchandise or debris is visible.
- **SET-UP: May 14<sup>th</sup> -- ONLY** - beginning at 7 am for **VENDORS**. Please do not arrive before 7 am. When you arrive, put canopy up, unload, and move vehicle to designated area. Then set booth up. Cars **MUST** be moved to designated area by **8 am** so the food vendors can move in.
- 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 8:15 am.**
- FOOD VENDORS may break down between 3 pm – 3:30 pm.
- Children must be supervised at all times.
- No pets allowed; only service animals.
- Please leave area as clean as when you arrived.
- No smoking allowed on the premises.
  
- Questions? Need Directions? Just email us – or – call: 931.242.0428

Hickman County Arts and Crafts Guild | PO Box 123 | Centerville, TN 37033  
[info@HickmanArtsAndCraftsGuild.org](mailto:info@HickmanArtsAndCraftsGuild.org) | [www.HickmanArtsAndCraftsGuild.org](http://www.HickmanArtsAndCraftsGuild.org)

# ANNUAL KEG COUNTY ARTS & CRAFTS FAIR APPLICATION

PLEASE PRINT \*\*\* 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 Items for Sale:

Items must be family friendly. All items must be listed. **Please do not use broad terms like 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 in your booth. Name tags will be provided.

If this is your 1<sup>st</sup> event with us, please provide photos via mail or 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? (Indoor first come, first served – unless you’re a return vendor.) Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

### 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

# of BOOTHS NEEDED \_\_\_\_\_

AMOUNT ENCLOSED \_\_\_\_\_

Questions? Email: [info@HickmanArtsAndCraftsGuild.org](mailto:info@HickmanArtsAndCraftsGuild.org) – or – call: 931.242.0428

**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 \_\_\_\_\_

For Guild use: Received \_\_\_\_\_ Notified \_\_\_\_\_ Booth # \_\_\_\_\_

# 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