

VENDOR INFORMATION AND APPLICATION FORMS

This document contains two sets of vendor information pages and application forms. One set is for food vendors and the other for non-food vendors.

Valley Fest May 5 and 6, 2018

Food Vendor Information

Festival Information and Requirements: *Please read carefully.*

1. **EARLY** registration deadline is **March 1, 2018**. Spaces cost **\$75.00** per 10x10 foot space for 2-days.
2. **After March 1, 2018**, spaces cost **\$95.00** per 10x10 foot space for 2-days, upon availability.
3. **Electricity** will be an additional **\$25.00** for both days. The number of these spaces are limited.
4. **Payment is due with application which must be postmarked on or before March 1, 2017.**
5. **Food vendors** will be responsible for payment of **\$30.00** to the Sequatchie County Health Department for **inspection fee**. All food vendors must **be prepared for inspection by 8:00 am** CST. Due to safety issues, food vendors who arrive after 7:00 am may forfeit their pre-assigned booth location and will be assigned an alternate location.
6. Location requests will be considered on a first come-first served basis and honored when possible.
7. Each vendor is responsible for their own **sales tax of 9.75%**.
8. **ALL DRINKS ARE TO HAVE A SET PRICE OF \$1.00 MINIMUM.**
9. **SELL ONLY WHAT IS LISTED ON YOUR VENDOR APPLICATION.** We want a variety of food and to avoid too many vendors selling the same products.
10. **Set-up begins Friday night, May 4, from 6:00 to 8:00 pm** and must be complete by 8:00 am on Saturday morning, **May 5**. The board requests that booths remain open until **9:00 pm on Saturday and 5:00 pm on Sunday**. You are asked to **check in between 5:00 and 7:00 am CST on Saturday, May 5**, if you haven't set up the night before.
11. **Vendors will be given 2 entrance wristbands per space rented.** A vendor may purchase the same number of wristbands as that given per space, i.e. if you get 2 wristbands, you may only buy 2 more, if you get 10 wristbands, you may only buy 10 more. Each **extra wristband will be \$5.00.**
12. Vendors must provide their own tent, tables, chairs, power strips, electrical cords, tie downs for tent, etc. **NO DRILLING OF HOLES IN THE PARKING LOT WILL BE ALLOWED.**
13. Vehicles will **NOT be allowed in the festival area after 8:00 am Saturday** without permission of a festival official and all vehicles **MUST be removed from festival grounds by 8:00 am**. Absolutely NO unattended vehicles may be left on the grounds the night before the festival.
14. Vendors will have from **6:00 to 8:00 pm to pack up on Sunday, May 6**. For safety reasons no vehicles will be allowed in the festival area before 6:00 pm CST.
15. To prevent accident or injury, any vendor wishing to leave early MUST **notify a festival official**. With permission, booths that can be packed up and "walked out" will be allowed to do so. NO vehicles will be allowed on the festival grounds before 9:00 pm on Saturday and before 6:00 pm on Sunday without the permission and escort of a festival official.
16. Each vendor is responsible for leaving their vendor area in the same condition that it was originally received, i.e. removal of all debris such as boxes and trash.
17. Each applicant will receive a confirmation letter upon receipt of their application, a map, and directions, which will be mailed at least two weeks prior to the event.
18. This event occurs rain or shine! Be prepared for wind, rain, and/or heat/cold.
19. Vendor fees are non-refundable unless your booth has been denied by Valley Fest officials. **Valley Fest has the right to deny any vendor**. If denied, there will be a full refund of vendor fees.
20. **All vendors are required to show proof of liability insurance** and read and sign the attached waiver. Please **fill out the vendor application** completely.
21. **Valley Fest has a "no pets allowed"** rule; so please don't bring your pets to the festival.

Valley Fest May 5 and 6, 2018

Food Vendor Application Form

Vendor Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home/Office Phone: _____ Cell Phone: _____

E-mail Address: _____

_____ Number of 10x10 spaces requested @ **\$75.00** per space for 2-day event ***((\$95.00 after March 1, 2018)***

_____ Yes or _____ No Electricity @ **\$25.00** **Total Amount Enclosed:** _____

Write a detailed list of food items to be served and sold below. Be specific. We want a variety of food and to avoid too many vendors selling the same products. Please attach Proof of Insurance.

RETURN COMPLETED FORM BY MARCH 1, 2018 FOR DISCOUNTED PRICE TO:

Valley Fest, Inc.

P. O. Box 1653

Dunlap, TN 37327

PLEASE RESPOND BY APRIL 10, 2018.

Waiver: Valley Fest, Inc. reserves the right to refuse any vendor application. Should this occur, all fees will be refunded. The Vendor shall defend, save, and hold harmless the City of Dunlap, Valley Fest, Inc., their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability, or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or any other loss or injury whatsoever or not specifically described herein, whether past, present, or future. Booths are NOT insured by the City of Dunlap, Valley Fest, Inc., or any sponsoring agents. Exhibitor must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care, and maintenance of exhibitor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules, and regulations and agree to be bound by this contract.

I have enclosed a check or money order made payable to Valley Fest, Inc. and have attached Proof of Insurance.

Signature

Date

Valley Fest May 5 and 6, 2018

Non-Food Vendor Information

Festival Information and Requirements: *Please read carefully.*

1. **EARLY** registration deadline is **March 1, 2018**. Spaces cost **\$50.00** per 10x10 foot space for 2-days.
2. After **March 1, 2018**, spaces cost **\$70.00** per 10x10 foot space for 2-days, upon availability
3. **Electricity** will be an additional **\$25.00** for both days. The number of these spaces are limited.
4. **Payment is due with application which must be postmarked on or before March 1, 2017.**
5. Location requests will be considered first come-first served and honored when possible.
6. Each vendor is responsible for their own **sales tax of 9.75%**.
7. **Set-up begins Friday night, May 4, from 5:30 to 8:00 pm** and must be complete by 8:00 am on Saturday morning, May 5. **The board requests that booths remain open until 9:00 pm on Saturday and 5:00 pm on Sunday.** You are asked to **check in between 5:00 and 7:00 am CST on Saturday, May 5**, if you haven't set up the night before.
8. **Vendors will be given 2 entrance wristbands per space rented.** A vendor may purchase the same number of wristbands as that given per space, i.e. if you get 2 wristbands, you may buy 2 more, if you get 10 wristbands, you may buy 10 more. Each **extra wristband will be \$5.00.**
9. Vendors must provide their own tent, tables, chairs, power strips, electrical cords, tie downs for tent, etc. **NO DRILLING OF HOLES IN THE PARKING LOT WILL BE ALLOWED.**
10. Vehicles will **NOT be allowed in the festival area after 8:00 am Saturday** without permission of a festival official and all vehicles **MUST be removed from festival grounds by 8:00 am.** Absolutely NO unattended vehicles may be left on the grounds the night before the festival.
11. Vendors will have from **5:30 to 8:00 pm to pack up on Sunday, May 6.** For safety reasons no vehicles will be allowed in the festival area before 5:30 pm CST.
12. To prevent accident or injury, any vendor wishing to leave early MUST **notify a festival official.** With permission, booths that can be packed up and "walked out" will be allowed to do so. NO vehicles will be allowed on the festival grounds before 9:00 pm on Saturday and before 5:30 pm on Sunday without the permission and escort of a festival official.
13. Each vendor is responsible for leaving their vendor area in the same condition that it was originally received, i.e. removal of all debris such as boxes and trash.
14. Each applicant will receive a confirmation letter mailed at least two weeks prior to the event This letter will include a parking permit, site map, and a voucher for wristbands.
15. This event occurs rain or shine! Be prepared for wind, rain, and/or heat/cold.
16. Vendor fees are non-refundable unless your booth has been denied by Valley Fest officials. **Valley Fest has the right to deny any vendor.** If denied, there will be a full refund of fees.
17. **All vendors are required to show proof of liability insurance** and read and sign the attached waiver. Please **fill out the vendor application** completely.
18. Valley Fest has a **"no pets allowed"** rule; so please don't bring your pets to the festival.

Valley Fest May 5 and 6, 2018

Non-Food Vendor Application Form

Vendor Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home/Office Phone: _____ Cell Phone: _____

E-mail Address: _____

_____ Number of 10x10 spaces requested @ \$50.00 per space for 2-day event *(\$70.00 after March 1, 2018)* If you are requesting the same location as previous years, indicate the location here. _____

_____ Yes or _____ No Electricity @ \$25.00 Total Amount Enclosed: _____

Write a description of items to be sold or distributed below. Attach photos of items to be sold, if possible. If you are not selling items, describe what activity will take place at your space. Please attach Proof of Insurance.

RETURN COMPLETED FORM BY MARCH 1, 2018 FOR DISCOUNTED PRICE TO:

Valley Fest, Inc.

P. O. Box 1653

Dunlap, TN 37327

PLEASE RETURN FORM BY APRIL 1, 2018.

Waiver: Valley Fest, Inc. reserves the right to refuse any vendor application. Should this occur, all fees will be refunded. The Vendor shall defend, save, and hold harmless the City of Dunlap, Valley Fest, Inc., their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability, or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or any other loss or injury whatsoever or not specifically described herein, whether past, present, or future. Booths are NOT insured by the City of Dunlap, Valley Fest, Inc., or any sponsoring agents. Exhibitor must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care, and maintenance of exhibitor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules, and regulations and agree to be bound by this contract.

I have enclosed a check or money order made payable to Valley Fest, Inc. and have attached Proof of Insurance.

Signature

Date