

Houston County 9th Annual Christmas Arts & Crafts Show
 Erin City Hall, 15 Hill St., Erin TN 37061
Friday, December 2, 2016 9:00 am to 5:00 pm

VENDOR APPLICATION 2016

Date rec'd _____

Questions???

Pay Amt. Rec'd _____

Pat Mallory

Space Assigned _____

931-721-3295 before 7:30 pm

Office Use Only

uplee555@aol.com

Please complete form entirely and return with payment

Contact: _____

Business Name _____

Address: _____

City: _____ State _____ Zip: _____

Phone#(s): _____ E-mail: _____

Are your items: CRAFT _____ Art _____

Example of item to be sold: _____

Our show is primarily about promoting local handcrafted items and original art. Our policy on resale items is very limited and subject to preapproval.

We ask each vendor to donate an item for the Silent Auction. Your participation is appreciated, not required.

*****Silent Auction proceeds are for the Houston County High School Band Boosters *****

Your Item Donation: Yes__ No__ Item _____ Thank you !!

NO TABLES will be provided. We will supply 2 chairs for each booth. Spaces with electricity are limited & assigned on a first registered basis. Only (1) plug per vendor will be assigned due to limited availability. Extension cords are NOT provided.

Booth Size	Fees	#Spaces Needed	Total
8' x 8'	\$30.00		\$
Electrical Plugs	\$ 5.00		\$
		Total to Remit	\$

Make checks payable to Mary Ricketts/Craft Show
 Mail to: 140 Old Stewart Rd., Tennessee Ridge, TN 37178
 Applications need to be submitted by **November 1, 2016**

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Friday, December 2, 2016
Erin City Hall, 15 Hill St., Erin TN 37061
Set up may begin at 6:30 am

- Anything the Vendor Booth Committee considers offensive to community standards may be prohibited and will not be allowed. In such event, the booth will be closed and no fees will be refunded.
- No beverages with alcoholic content may be sold.
- A vendor or his associate must staff the booth during open hours.
- **Vendors will be expected to remain open until 5:00PM.** Please do not start packing your booth before (5:00 PM). This is bad business for all if vendors leave early or before the day's events have completed. It will be noted this year which vendors leave early and will affect your application for the following year.

FINAL AUTHORITY:

- Decisions of the Vendor Booth Committee shall prevail in the case of any disagreement. Anyone who applies for a space agrees to abide by these policies and the laws of our community.

REFUNDS:

The booth committee is not responsible for the weather, electrical outages or other such circumstances beyond their control therefore refunds are limited.

Note: Remember we will be having children shopping also... Price some items geared for them.

VENDOR BOOTH GUIDELINES 2016

We want the vendors, customers and event volunteers to find the Christmas Show both an enjoyable and profitable experience. We ask your cooperation in working with the committee and other vendors. We welcome your input. We ask you to complete an evaluation form that will give you the opportunity to make suggestions for next year. Remember: if you didn't write it down, it won't be remembered!

THANK YOU FOR YOUR PARTICIPATION AND COOPERATION

UTILITY CONNECTIONS:

- Electrical connections are limited & are all 110 volts. Vendors may NOT use electrical connections unless they applied for them and paid the \$5.00 electric fee. The \$5.00 connection is for ONE plug.
- Water and Natural Gas connections are not available.
- Vendors are responsible for bringing extension cords to reach the electrical outlets. Any questions about distance can be directed to Pat Mallory. Every attempt will be made to provide vendors with accurate information; however the booth committee cannot assume responsibility for errors in communication. **BRING EXTRA EXTENSION CORDS!**

AMENITIES & EQUIPMENT:

- The only thing provided under the space rental agreement is 2 chairs and electrical plug if reserved and paid for. Vendors are expected to bring their own tables, racks etc.
- Security of your merchandise is the responsibility of the vendor. We cannot be responsible for any theft, vandalism.

PARKING & VEHICLES:

* Parking is available in the downtown area. Please try to leave space for customers near our entrance.

MERCHANDISE & SELLING RESTRICTIONS:

Our show is primarily about promoting local handcrafted items and original art.

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For information call Mary Ricketts 931-721-2631 or Pat Mallory 931-721-3295 before 7:30 pm.