

HOUSTON COUNTY AREA CHAMBER OF COMMERCE
55TH ANNUAL WEARIN' OF THE GREEN
IRISH DAY PARADE AND ARTS & CRAFTS FESTIVAL

VENDOR GUIDELINES

The 55th Annual Wearin' of the Green Irish Day Parade and Arts & Crafts Festival will be held March 18, 2017. Our theme this year is *Erin Tennessee is the place to be on Irish Day 2017*. This free event is open to the public and features over 100 vendor booths.

Please read over the following information and rules before filling out your application. Send only one check or money order to cover space rental fee with your application. Make your check or money order payable to the Houston County Area Chamber of Commerce. Space will not be reserved until payment is received. All applications are contingent on the approval of the Houston County Area Chamber of Commerce. In the event your application is not accepted, you will receive a full refund of the required booth fee. Vendors are limited to a maximum of three (3) spaces.

Request for a specific booth space cannot be guaranteed.

The deadline for submitting Food Vendor applications is February 1, 2017, and for Craft Vendors it is February 15, 2017. If you have not submitted your application prior to that date, please contact Leah Baggett by email at IrishDayVendors@houstoncochamber.com or by telephone at 931.289.5137 or cell phone at 615.319.5693. After that date, any spaces left will be available on a first come first served basis.

Your application form must be signed, acknowledging you have read, understand, and agree to these guidelines. Vendors claiming non-profit status are required to provide proof of that status with their application.

FOOD VENDORS:

Food vendors must include a copy of your menu including prices. Your description could determine whether you are issued a space as we can only accept so many of the same type merchandise and/or service. You must clearly state how many amps you require. All electrical service is 110 Volts. Limited water connections are also available.

You must clean up around your booths before leaving the festival. Trash receptacles will be provided. You must take any used grease with you.

All food vendors must be compliant with current local and regional guidelines for temporary food service events. As this is a one day event, permits are not necessary.

Food vendors must have a fire extinguisher in the booth space.

Food vendors must be in their spaces prior to 6:30am.

VENDOR CHECK-IN AND SET UP:

1. Exhibitors **MUST** check-in at the front door of the Houston County Courthouse located on Main Street during official check-in times or risk losing exhibition space without refund. Vendors may begin setup at 4:00 a.m. on the morning of March 18th.
2. Exhibitors not checked-in by deadline (Saturday, March 18th at 8:00 a.m.) will forfeit exhibition space and all fees.
3. All exhibitors are located in downtown Erin at outside, numbered, and paved locations; most spots are level, however some spaces are uneven terrain. Booth space is limited to the size for which you paid.
4. All displays, transactions, and activities must be confined to exhibitor's assigned space. Signs, tents, canopies, or any other part or display may not extend over or into walkways or sidewalks.
5. The festival provides ground space only. Exhibitors must furnish their own display tables, skirting, chairs, heavy duty extension cords, etc. All displays must be designed, constructed and operated in good taste.
6. The Vendor is responsible setting up, dismantling, and cleaning the booth area.

ADDITIONAL VENDOR INFORMATION:

1. Gas powered generators are strictly prohibited. The Vendor Coordinator will be monitoring generator use.
2. Nominal festival security is provided for the festival area. The Houston County Area Chamber of Commerce and Irish Day Executive Committee will not be responsible in any way for loss or damage to participant's property. Exhibitors are responsible for their own personal and property liability.
3. Vendor agrees to indemnify and hold harmless: The Houston County Area Chamber of Commerce, The City of Erin, Houston County, and the Irish Day Executive Committee and the staff and boards of these organizations against any claim or action for any cause. Vendors agree they will be responsible for their own insurance under this hold harmless clause.
4. All materials, articles and displays must be in compliance with all applicable laws, rules, and regulations of the United States of America and the State of Tennessee.
5. Exhibitors are solely responsible for collecting, reporting, and paying all Sales and Use taxes collected to the Tennessee Department of Revenue.
6. Vendors agree to adhere to all Health and Fire Department regulations related to booth setup and proper food preparation and service. Vendors understand that the Health and/or Fire Department will close their operation and vendor will forfeit all fees paid under this agreement if they do not adhere to the standards.
7. The Houston County Area Chamber of Commerce reserves the right to prohibit the sale of items considered to be offensive to community standards. No refund will be given in the event a decision is made to close a booth.
8. No beverages with alcoholic content may be sold. Violation of this rule will result in booth closure without refund.
9. The sale of Silly String or similar property items is prohibited. Violation of this rule will result in booth closure without refund.
10. No vendor may walk any of the vendor booth areas or carnival area selling products.

11. Vendor understands they will be fined up to \$100.00 for not cleaning or disposing of waste properly in provided waste receptacles. Food Vendors understand that they must remove any cooking oil or grease. It is not to be disposed of on streets, in drains, or on grass; and may not be placed in trash receptacles.
12. Vendors will remain open until 4:00 p.m.

PARKING:

There will be NO on-site parking of personal vehicles in the festival area. Your vehicle must be moved immediately after unloading. Vehicles will not be allowed to access the festival site until takedown earlier than 4:00 p.m. Violators will be towed at owner's expense.

REFUNDS:

No refunds will be given after March 1st. The Irish Day Festival is held outside, rain or shine. No refunds will be issued if the event is affected by forces of nature beyond our control. The Houston County Area Chamber of Commerce is not responsible for weather, electrical outages or any other circumstance beyond their control.

IN THE EVENT OF AN UNFORESEEN CIRCUMSTANCE OR DISAGREEMENT, THE DECISIONS OF THE HOUSTON COUNTY AREA CHAMBER OF COMMERCE, AND/OR THE IRISH DAY VENDOR COORDINATOR ARE FINAL. NONCOMPLIANCE WITH ANY VENDOR RULE OR REGULATION COULD RESULT IN INELIGIBILITY FOR PARTICIPATION IN FUTURE EVENTS.