

Soybean Festival Street Fair Guidelines and Requirements of Vendors

Licenses: Food vendors must follow Health Department Guidelines.

******Insurance: All Food vendors and amusement rides must provide the Street Fair committee with a certificate of liability insurance naming the City of Martin as an additional insured in property damage and personal liability.******

Merchandise Sold: All merchandise sold must be listed. Prior approval of all merchandise must be obtained from the TN Soybean Festival Committee. We cannot promise exclusivity to any merchandise. Omission of items and lack of approval of items sold at the fair increase your chances of being told you may not sell the item and/or you will be asked to leave the street fair area. **First time vendors at the TN Soybean Festival must include a picture of your operation.**

Merchandise Prohibited: Merchandise that shoots any type of projectile will not be allowed (exception to the rule: water guns will be allowed). **Knives, silly string, smoke bombs and stink bombs are prohibited.**

Booth Sizes and Fees: Antique Vendors & Arts and Crafts Vendors within the city limits can purchase a space measuring 10x20' at a cost of \$30.00, Arts and Crafts Vendors & Antique Vendors from out-of-town can purchase a 10x20' space for \$50. Food Vendors spaces will measure 10x30' at a cost of \$200.00. Non-profit organizations spaces will measure 10x10' and will be free of charge (unless requesting electricity-see electricity below). If additional space is needed you may purchase more than one booth space. Payment must be made in advance to confirm your reservation. Booths are filled "first come, first served" as payment is received.

Vendor times and dates: Vending dates begin Thursday, September 10th and end on Saturday the 12th. Vendors who bring their own tents and trailers may begin check in Thursday, September 10th after 10 am. Vendors who have rented tent space may begin check in Thursday, September 10th after 1 pm. All vendors and booths must be in place by 5:00 pm Thursday evening or 8:00 am. Friday morning. **All vehicles must be removed from festival area by 5 pm Thursday or 8 am Friday.** All booths, games and amusement rides will be open by 9 am Friday and 10 am Saturday. Breakdown of booths may begin no sooner than 11:00 pm Saturday. **All booths must be open the full 2 days of the fair (Friday and Saturday).** If you must leave earlier it must be approved by the committee by the time of entry deadline. If vendor leaves before 11 pm Saturday without prior approval, it increases your chances of not being accepted in the future. **If vendor has not arrived by 8 am Friday morning or notified committee of their delay, their space may be assigned to another vendor. If vendor arrives after the 8 am deadline, they will not be allowed to bring their vehicles into the street fair area.**

Deadline for entries: September 1, 2009

Tents: Each artist, craftsman, non-profit organization, exhibitor or vendor must provide their own tent.

Tables and Equipment: Each artist, craftsman, non-profit organization, exhibitor, or vendor will supply their own display table, chairs, and equipment.

Exclusions: ONLY COCA-COLA PRODUCTS MAY BE SERVED. No exceptions! No alcoholic beverages are allowed.

Security: All booths must be manned at all times. While reasonable precautions will be taken to safeguard the vendor's property including a night guard, the sponsors of the street fair cannot be responsible for vendor's property.

Electricity: is available at an additional charge of \$10.00 per outlet. Vendors may be furnished one 220 volt receptacle (50 amp limit) and two 110 volt receptacles (30 amp total limit). Additional receptacles may be provided for an additional fee and subject to availability. Each vendor is responsible for making connections to source, providing compatible electrical plugs and supplying appropriate sized power operating condition. **You must provide our electrician with the total amount of amperage you will need in order to provide you continuous service. A drawing of the plug would be very helpful in providing you the right type of outlet for your needs.** If you will provide us with the amperage and a drawing of the plug we believe this will greatly improve the electrical service at the festival.

Cleanliness: The vendor is responsible for their assigned space. It is expected that you will leave the area in the same condition it was found. Please bring garbage cans for your trash.

Vehicles: No motorized vehicles (except police and emergency vehicles) will be allowed in the street fair area after 5 pm Thursday night, 8 am Friday morning and 8 am Saturday morning. There will be a designated parking area for vendor's food stock vehicles only. Please check with Soybean Festival committee members before parking

Photos: In regards to the food and amusement vendors, photographs of your area **must** be included with your application (send SASE if you would like your photos returned).

Walk-Around Vendors: Walk-Around-Vendors are defined as: Vendors who are not assigned a spot who cannot sell competing items that the stationary Food and Non-Food Vendors sell, and are allowed to walk around among the crowd (most commonly novelty items are sold). All merchandise must be approved by the TN Soybean Festival committee. Vendor identity tags must be worn at all times.

Specialty Vendors: Vendors who are selling mass produced merchandise (for example, T-Shirts, inflatable toys, blinkies, license plates, etc.) or non-crafted items such as face painting, hairbraiding, haircoloring, etc.

Arts & Crafts Vendors: Vendors who are selling only handcrafted products created by the applicant who must attend the festival during the hours of 8 am – 7 pm Friday and Saturday.

Exhibitors: Exhibitors are allowed and must follow all guidelines. Our sponsors of \$1,000.00 (one thousand dollars) or more may have free booth space. Please contact us if you would like to be a sponsor.

Games: Attractions involving payment for participation in the attraction. Game vendors are required to offer prizes for customers that succeed at the game.

Rides: Attractions involving payment for participation in the attraction.

Confirmation: Payment must be made in advance to confirm your reservation. Booths are filled "first come, first served" as payment is received. All applications are subject to TN Soybean Festival Committee approval. Each applicant will be notified if approved by the TN Soybean Festival Committee.



APPLICATION FOR ARTS & CRAFTS SPACE

The 16th Annual Soybean Festival Street Fair

Martin, TN

Thursday, Friday & Saturday

September 10-12, 2009

PLEASE RESERVE ___ 10x10' SPACE(S) @ \$15 each (Arts & Crafts/Antique Vendors with Martin address)

PLEASE RESERVE ___ 10x20' SPACE(S) @ \$30 each (Arts & Crafts/Antique Vendors with Martin address)

PLEASE RESERVE ___ 10x10" SPACE(S) @ \$25 each (Arts & Crafts/Antique Vendors out of town address)

PLEASE RESERVE ___ 10x20' SPACE(S) @ \$50 each (Arts & Crafts/Antique Vendors out of town address)

PLEASE RESERVE ___ SPACE(S) @ No charge for non-profit organizations

*Artist, craftsman, non-profit organization, exhibitor or vendor must provide their own tent.

*Non-profit organizations and exhibitor's space size measures 10x10'.

ELECTRICITY @ \$10.00 PER OUTLET (ALL VENDORS MUST PAY FOR ELECTRICITY)

OUTLETS NEEDED _____

Total enclosed _____

The Street Fair Committee reserves the right to deny any application that does not conform to the guidelines (next page)

Name(print) _____

Company _____

Street _____

City _____ State _____ Zip _____

Phone: () _____ Fax: () _____

Email _____

Itemized merchandise to be sold: You must list all items you wish to sell. We reserve the right to limit which items vendors may sell. (Attach list to application)

Date and time you plan to set up _____

Special Need: Please list needs such as amperage/space size/water/etc.

Total amperage (not voltage) of all appliances _____

Do you need water? _____

Do you need RV parking? _____ What length? _____ Do you need electricity? _____

Do you need Stock truck parking? _____ What length? _____ Do you need electricity? _____

Vendors must follow the Rules of Participation. Failure to do so may result in dismissal from the event and forfeiture of vending fee. I have read and understand the conditions, terms, and rules provided herein and comply. Receipt of your application will be confirmed in writing. If this application is not accepted, your money will be returned. No refund will be made for any other reason.

Signature of Applicant _____

Make checks payable and mail to:

Soybean Festival Street Fair, C. E. Weldon Library, 100 Main Street, Martin, TN 38237