

2024

Tennessee Soybean Festival Street Fair

Guidelines and Requirements of Vendors

DATES: Thursday, Sept. 5th - Saturday, Sept. 7th

Thur: 5pm-12am Fri:10am-12am Sat:10am-12am

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 TN Soybean Festival & 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: Any merchandise that shoots any type of projectile will not be allowed. Silly string, laser pointers, smoke bombs/stink bombs, fireworks, tobacco products, weapons, knives, and **socially offensive memorabilia are prohibited**, including flags. The Tennessee Soybean reserves the right to prohibit the sale of any merchandise item or product that they deem has the potential to harm the health and well-being of our patrons. **If these items are sold, the festival has the right to remove your booth without refund.**

Raffles: Raffles and games of chance are considered gambling, which is prohibited in Tennessee. However, certain charitable organizations are allowed to apply to have one raffle, reverse raffle, cakewalk or cakewheel each year if that event is conducted in accordance with the procedures set forth in the Tennessee Charitable Gaming Implementation Law.

Who is allowed to hold a raffle?

Only a qualified 501(c)(3) or 501(c)(19) organization that has submitted an application to the Division of Charitable Solicitations and Gaming and that has been approved by the Tennessee General Assembly can hold a raffle.

See <https://sos.tn.gov/products/charitable-solicitations-and-gaming/who-can-hold-raffle> for full information and guidelines regarding Raffles in Tennessee.

Booth Guidelines: Booths are filled “first come, first served” as payment is received. Committee approval must be received prior to payment. Payment for the booth space will be sent by electronic invoice and will be due by July 1st. **Fees paid after July 1 will incur additional fees.**

Vendor times and dates: Vending dates begin Thursday, September 5th and end on Saturday 7th. Vendors may begin check in Thursday, September 5th starting at 8AM until 3PM. All vendors and booths must be in place by 4pm Thursday. **All vehicles must be removed from festival area by 4pm - Prior to opening.** Breakdown of booths may begin no sooner than 11:00 pm Saturday. **All booths must be open the full 3 days of the fair (Thursday- Saturday).** Early departures must be approved by the committee by the time of entry deadline. If a vendor leaves

before 11 pm Saturday without prior approval, it will be noted and it will decrease the chances of the vendor being accepted as a future vendor.

Vendor Check In: **ALL VENDORS MUST CHECK IN PRIOR TO ANY SET UP** Vendor check in will begin at the front steps of the Martin Public Library building. Vendors will be directed to assigned spaces upon checkin. DO NOT PARK without checking in. Vendors should enter at the corner of Lindell & University Street. Vendor Staff will work efficiently to place everyone in a timely manner, please be patient.

If a vendor has not arrived by 3pm on Thursday or notified the staff of their delay, their space may be assigned to another vendor. If a vendor arrives after the 4 pm deadline, they will not be allowed to bring their vehicles into the street fair area.

Deadline for entries: Regular Entries: July 1, 2024 Late Fee Entries: August 16, 2024

Tents, Tables, and Equipment: **All vendors must bring their own necessary equipment for their booth space, including tents and tables. The minimum sized tent is 10' by 10'. Electricity is available for a fee.**

Each artist, craftsman, non-profit organization or vendor must supply their own display table, chairs, and equipment.

*****Exclusions:** **ONLY COCA-COLA PRODUCTS MAY BE SERVED.** No exceptions! No alcoholic beverages can be sold from your booth. **Vendors may not be able to sell corn dogs, funnel cakes, cotton candy, and candy apples due to prior agreements.** These items will be sold by our Amusement Ride contractor. All other food items that meet our standards can be sold.

Security: All booths must be staffed during festival hours. While reasonable precautions will be taken to safeguard the vendor's property including regular police patrols, the directors of the street fair cannot be responsible for vendor's property.

Electricity: Available at a charge of \$30-\$40 for 110 outlets. Food vendors get one electrical outlet (110 or 220) included in the price. Electrical outlets are subject to availability and location according to the amount of amperage needed (noted on application). 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.** If you will provide us with the amperage we believe this will greatly improve the electrical service at the festival.

Water: There will be no continual water hook ups available. **There will be** designated water filling stations open upon request. Disposal of grey water is allowed down the storm drains. NO GREASE can be poured down the storm drains. We DO NOT provide grease disposal. You must take it with you when you leave.

Trash: 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. Designated dumpsters will be provided and the public works crews will manage trash pick up daily. Please secure all trash bags to avoid additional overflow.

Vehicles: **No** motorized vehicles (except festival staff, police, and emergency vehicles) will be allowed in the street fair area after 4 pm Thursday night, after 10 am Friday morning, and after 10 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.

Walk-Around Vendors: Walk-Around-Vendors are defined as follows: Vendors who are not assigned a spot and 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 to be sold must be approved by the TN Soybean Festival committee. Vendor identity tags must be worn at all times.

Commercial/Retail Vendors: Retail vendors are defined as follows: 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: Arts and Crafts Vendors are defined as follows: Vendors who are selling only handcrafted products created by the applicant.

Exhibitors: Exhibitors are allowed and must follow all guidelines. Exhibitors may use Retail Vendors Application to reserve a space. Our sponsors of \$1000.00 (one thousand dollars) or more may have free booth space. Please contact us if you would like to be a sponsor.

Confirmation: All applications are subject to TN Soybean Festival Committee approval. Each applicant will be notified if approved by the TN Soybean Festival Committee. Please do not send payment until approved. Payment must be made in advance to confirm your reservation. **Booths are filled "first come, first served" as payment is received.**

Festival Street Fair Prices - 2024

Non-Profits

- Exposure : 10' X 10' Space - FREE
- 10' X 20' Space - \$150

Commercial/Arts & Crafts

First time vendors will pay an additional \$50 set up fee.

- Walk Around Vendors (no reserved space or power) - \$100
- 10' X 10' Space - \$150
- 10' X 20' Space - \$200
- 10' X 30' Space - \$300

Food/Drink (Made Onsite): Trailer, Truck, or Tent

First time vendors will pay an additional \$50 set up fee.

- 10' X 30' Space - \$500
- 10' X 20' Space - \$450
- 10' X 10' Space - \$400

Prices increase after July 1st.

