

Independence Day Celebration - July 3, 2019

Merchandise Vendor Booth

Application and Agreement

The City of Fairview invites Merchandise Vendors to participate in our annual Independence Day Event. All applications are reviewed and selected based on merchandise type, space requirements, and electrical needs to ensure a balance and variety of merchandise.

Booth spaces for merchandise vendors are \$50. Fee waived for non-profit groups.

Contact Information:

Business or Organization Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

Contact Number during event: _____

E-mail Address: _____

Merchandise Information:

- Submit a **complete** list of items (including prices) to be sold.
- Please choose unique items that have less potential for duplication and list items in order of preference.
- In an effort to encourage a diverse selection of merchandise items, the city reserves the right to request merchandise changes.
- While we encourage diverse offerings, the city reserves the right to duplicate items as needed to meet crowd demands.

Electrical Needs:

We have a limited supply of electrical hook-ups so we must understand your exact electrical requirements to determine if we can service your operation and your placement. Please supply the information requested below so we can make this determination. In order to prevent electrical overloads, you WILL NOT be allowed any more hook-ups on event day than those requested below. Please note that your appliance must need 110v or less and you must bring a minimum 12 gauge extension cord. No personal generators will be allowed unless prior approval is obtained from the Event Coordinator.

Equipment to be used	110v or less?	Total Amperage
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Merchandise Vendor Booth Guidelines

- All vendors agree to man their booths from **4 pm to end of event** on Wednesday, July 3rd. No early break down will be permitted without the consent of the Event Coordinator, Brandy Johnson. (Gates open at 4:00 p.m. and music begins at 5:00 p.m. Fireworks begin at 9:00 p.m.)
- All organizations agree to be setup and ready by 4:00 pm. **Absolutely all vehicles must be out of vendor area by 3:30 p.m.** Any vendors who choose to park in the rear parking area must understand there will be no exiting from the event until the area is cleared by the Event Coordinator.
- This is an outdoor event. It is the vendor's responsibility to prepare for weather contingencies.
- Booth spaces are 10'x12'. All vendors are required to host their activity within that space. If additional space is needed you must submit a written request with your application.
- You are responsible for all your setup needs to include, a tent, table, and chairs. Each vendor may have solicitation materials placed on their tables however, materials must be related to the business and remain within the confines of the 10'x12' space provided. No roaming solicitation or distribution will be allowed except those specifically approved by the Event Coordinator.
- All federal, state, and local laws governing sales tax must be followed. You must understand the rules and regulations and comply. All vendors are responsible for their own taxes, licenses, and permits.
- Specific load-in directions and available times will be communicated closer to event date.

I have read and understand the Merchandise Vendor Booth Guidelines and agree to comply with the terms and conditions set forth by the City of Fairview. I agree to indemnify and hold harmless the City of Fairview, city employees, all sponsors, and volunteers against any claim or action or for any cause. I agree that I will be responsible for my own insurance under this hold harmless clause. I further understand that this application does not guarantee participation in the event until confirmed from a City of Fairview Event Coordinator.

Signed-Merchandise Vendor Representative

Date

Checklist of items that need to be enclosed with your application:

_____ Check or money order for booth space (**Make payable to City of Fairview**)

_____ A complete list of items (including prices) to be sold

Merchandise for Sale or Promotion: (attach additional sheets as necessary to complete listing)

Mail or return to: Brandy Johnson, City of Fairview, 7100 City Center Way, Fairview, TN 37062 no later than June 21, 2019. Please make a copy of this agreement for your records.

For further information contact Brandy Johnson: recorder@fairview-tn.org or at 615-387-6086.