



# CITY OF FAIRVIEW

## Holiday Marketplace & Tree Lighting



**Saturday, December 3<sup>rd</sup>, 2022**

**Marketplace: 2 p.m. to 6 p.m.**

**Tree Lighting: 5:30 p.m.**



**\* Please read the following carefully before filling out the application \***

### **GENERAL EVENT DETAILS:**

- Event is OUTDOORS and will go on RAIN or SHINE, so please plan accordingly
- Each vendor is responsible for their own signage
- No refunds on fees
- All vendors must provide their own tent canopies, tables, chairs, etc.
- Drilling holes into the asphalt is not allowed
- NO electricity will be provided
- Vendors are responsible for ensuring compliance with all local and state taxes, licenses & permits
- Vendors are responsible for cleaning up their own booth spaces and putting any trash into the City of Fairview bins provided on site
- City of Fairview reserves the right to refuse vendors
- Confirmation of vendor application acceptance will be sent by email (after both application and fees have been received)
- ALL vendors will receive booth location upon arrival for load-in

### **VENDOR DETAILS:**

- Booth spaces are 10' x 10'
- Direct sales vendors are allowed but limited to one of each company
- Booth sharing is allowed for two vendors per booth space
- Vendor booth spaces are on a first come first serve basis and will be limited
- Vendor booth fee is \$35 and must be submitted with application to reserve your spot

### **FOOD VENDORS:**

- Food trucks will be accepted on a first come first serve basis to the first two food vendors
- Food vendor fee is \$50 and must be submitted with application to reserve your spot

**APPLICATION DEADLINE:** All vendor applications and payment must be turned in by Friday, November 18th

### **VENDOR SETUP:**

- Saturday, December 3<sup>rd</sup>, arrive between noon and 1:00 p.m.
- Vendors will receive booth location upon arrival.
- After unloading, move vehicles to the designated area **PRIOR** to setting up booths. Vehicles must be moved from the vendor area by 1:30 p.m.
- Booths must be set-up and ready for business by 2:00 p.m. This event is from 2 p.m. until 6 p.m. with the tree lighting to begin at 5:30 p.m.
- Vendors must be completely packed BEFORE moving vehicles. If you need to leave early, the Community Relations Coordinator (Richard Ross) must be contacted prior to breakdown.

**CITY OF FAIRVIEW HOLIDAY MARKETPLACE & TREE LIGHTING  
VENDOR APPLICATION AND AGREEMENT • SATURDAY, DECEMBER 3, 2022**

**QUESTIONS? CONTACT RICHARD ROSS AT 615-387-6140 OR [RROSS@FAIRVIEW-TN.ORG](mailto:RROSS@FAIRVIEW-TN.ORG)**

☐ CRAFT VENDOR    ☐ DIRECT SALES VENDOR    ☐ FOOD VENDOR    ☐ \_\_\_\_\_

Booth Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Mailing Address - Street or P.O. Box, City, State, Zip Code

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Description of what you will be selling and approximate pricing (use additional space on the back of the form as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADD A FEW PRINT PHOTOS OF ITEMS SELLING OR EMAIL TO [RROSS@FAIRVIEW-TN.ORG](mailto:RROSS@FAIRVIEW-TN.ORG)**

I have read, understand, and agree to comply with the City of Fairview event details, vendor details and vendor setup information. I also acknowledge that my participation in the holiday marketplace may result in myself, my staff, my business and/or my products appearing in pictures and/or videos captured at the event. Such images may be used in perpetuity for marketing purposes. I waive the right to any compensation or royalties for any such images. I waive the right to approve/disapprove any such images. I release the City of Fairview from liability and all claims as it relates to such images. The City of Fairview may produce, reproduce, edit, print, trade or share content (videos or moving photographs, illustrations, advertising, images, likeness, sound, and statements or comments) as desired.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

**MAIL COMPLETED FORM WITH PHOTOS (UNLESS EMAILED) AND PAYMENT (IN THE FORM OF CHECK OR MONEY ORDER PAYABLE TO CITY OF FAIRVIEW) TO CITY OF FAIRVIEW, ATTN: RICHARD ROSS, 7100 CITY CENTER WAY, FAIRVIEW, TN 37062 OR DROP OFF AT CITY HALL DURING NORMAL BUSINESS HOURS (MON-FRI 8 AM TO 4:30 PM)**

**CITY OF FAIRVIEW USE ONLY**  
APPROVED \_\_\_\_\_

REC'D \_\_\_\_\_  
EMAIL SENT \_\_\_\_\_

PAID \$ \_\_\_\_\_  
SHOW/NO-SHOW \_\_\_\_\_