

27th Annual Holiday Arts & Crafts Show

EXHIBIT INFORMATION, RULES AND POLICIES

1. Date & Time: **Saturday, November 11th 9:00am to 4:00pm**
Sunday, November 12th 12:00pm to 4:00pm.
(Booths are NOT to be dismantled until 4:00pm closing on Sunday!!)
2. Location: **Williamson County AgExpo Arena**
4215 Long Lane, Franklin, TN 37064
Interstate 65 at Exit 61 (Peytonsville Road, Spring Hill)
3. **Booth set up: Friday, November 10th 10:00am to 8:00pm.**
Please enter and unload at the large bay entrance located on the east side of the building. All exhibitors must check-in at the WCPR booth located next to the elevators of the AgExpo in order to receive your booth number, your exhibitor's packet, loading & unloading info. If you have a conflict which would prohibit you from setting up during these hours, you may set up Saturday morning from 7:30am to 8:30am. **Accessibility for unloading Saturday morning will be extremely limited.**
4. **Booth Spaces are 10ft. X 10ft. and cost \$80.00 each** for the weekend. A limited number of **6ft. long banquet tables will be available for rent for \$8.00 each.** If you would like to rent our tables, you MUST indicate so on the contract. If you fail to do so, extras will NOT be available at a later date. Folding chairs will be provided in each booth free of charge. Due to the fact that we rent folding chairs for this event, please BE SURE to indicate on your contract how many chairs you will need in your booth space, otherwise there may not be any chairs available the day of the show. If you would like to bring your own tables and chairs, that would be fine.
5. **All items sold MUST be Hand-Made. NO commercial products will be allowed (example: make-up, store bought jewelry & frames, etc.)** The Parks & Recreation Department reserves the right to ask that items displayed, which do not meet show requirements, be removed from the booth.
6. **Tents and other booth accessory structures MUST be approved prior to set-up.** Please indicate the use of such items in the "Request" section of your contract and submit a picture of such set-up for approval as some may not be allowed due to the overall set-up of the show.
7. Due to the oval design of the building, corner booths will be rare at this location. **Wall space and electricity will be available, but will be limited as well.** If you require electricity or absolutely need to be placed against a wall for your display, please mark the appropriate area on the contract. Please understand that we will try to meet requests to the best of our ability, but that **WE CANNOT GUARANTEE THAT ALL REQUESTS CAN BE GRANTED.**
8. Exhibitors must furnish their own display units and **those requesting electricity must bring their own extension cords (25 ft. minimum)**
9. Due to the light fixtures being in various spaces of the high ceilings of the arena, we recommend that you bring additional lights, lamps etc. to help provide more light in your booth space. Also, the temperature varies in the large arena and we suggest that you bring extra layers of clothing that can easily be added or removed for your comfort level.
10. **SMOKING IS PROHIBITED INSIDE THE BUILDING.**
11. Due to county fire codes - **NO burning of incense, candles, or other such items will be permitted.**
12. Children attending the show with exhibitors MUST remain supervised within the booth area. Children will not be permitted to roam the premises unsupervised.
13. **NO PETS ALLOWED in booth spaces or at our show.**
14. Complimentary barbeque plate lunches will be available for **up to 2** people manning your booth. **No more than 2 plate lunches per booth space will be available.** A concession stand will be available for you to purchase additional lunches or snack items throughout the day.

15. **CONTRACTS AND PAYMENT ARE DUE NO LATER THAN FRIDAY, OCTOBER 20TH, 2017.** Please be aware that contracts are accepted on a first come-first served basis in the order in which they are received (regardless as to whether they are a new or returning vendor) and that the show has the possibility of **being full prior to the deadline** listed due to limited space. Please completely fill out the attached contract and submit it with a check made payable to: **WCPRD** and mail them to:

**Franklin Recreation Complex
Attn: Crafts Show
1120 Hillsboro Road
Franklin, TN 37064**

16. Once your sale items are approved, you will receive a confirmation letter in the mail with a receipt for your booth fee (*and table fee if you have rented tables*).
17. Please be aware that if you are unable to attend the show for any reason, once you have been confirmed a booth space, **NO REFUNDS** will be issued after Friday, November 3rd, 2017.
18. ***State Sales Tax:** *Please be reminded that every vendor is responsible for his/her own sales tax. Each vendor may be required to fill out information regarding their sales from this event and to pay state sales tax at the conclusion of the show to the State Department of Revenue.*

**If you have any questions, please call Carrie Cartwright at
615-790-5719 ext.2028 OR carriec@williamson-tn.org**

2017 HOLIDAY ARTS AND CRAFTS SHOW BOOTH CONTRACT
Williamson County Parks & Recreation Department

PLEASE PRINT

Contact Person's Name

Booth Name

Street Address

e-mail address

City

State

Zip

() _____
Home Phone Number w/ area code

() _____
Business Phone Number w/ area code

REQUIRED: Complete description of merchandise. *(First time vendors MUST also submit or e-mail photographs to carriec@williamson-tn.org (Vendors may not be accepted unless photos are provided.)*

Booth Spaces are 10' X 10' Fee Per Booth: \$80.00 # of Booths Requested: _____

Will you need tables? (\$8.00 each) YES NO If so, how many: _____

Will you need chairs? (FREE of charge) YES NO If so, how many: _____

Will you require electricity? YES NO *If so, you will be required to supply your own extension cord*

Will you require wall space? YES NO *Please remember wall space is extremely limited.*

I plan to set my booth(s) up on: Friday (10:00am-8:00pm) or Saturday (7:30am-9:00am)

Returning vendors, please indicate if you would like the SAME SPACE _____ or DIFFERENT _____

REQUESTS: Please list any other requests you may have *(Use of Tents, Handicap Accessibility, etc.)*

Understand that we will do our best to meet your requests; however WE CANNOT GUARANTEE that all requests will be met.

***State Sales Tax:** *Please be reminded that every vendor is responsible for his/her own sales tax. Each vendor may be required to fill out information regarding their sales from this event and to pay state sales tax at the conclusion of the show to the State Department of Revenue.*

Please be aware that contracts are accepted on a first come-first served basis in the order in which they are received (regardless as to whether they are a new or returning vendor) and that the show has the possibility of being full prior to the deadline listed due to limited space. Please completely fill out the attached contract and submit it with a check made payable to WCPRD for the total amount for booth fee (\$80.00 per booth) and for any rented tables and mail to:

Franklin Recreation Complex
Attn: Crafts Show
1120 Hillsboro Road
Franklin, Tn. 37064

I agree that the Williamson County Parks & Recreation Department will not be held liable for the loss, theft, or damage to any goods, personal property, or for injury to persons or property within the area of the booth leased by me. I understand that the Williamson County Parks & Recreation Department reserves the right to adjust booth placement as unforeseen circumstances arise, and that merchandise exhibited must be approved by the Department.

Vendor's Signature

Date

To be completed by WCPRD Staff only:

Items approved by WCPRD: YES NO If no, why: _____

Confirmation letter sent: Date: _____

Able to meet requests: Wall Electricity Other: _____

Booth/Table Fee Paid: \$ _____ Date Paid _____ Rct #: _____

Number of Booths Requested: _____ Assigned Booth #(s): _____