

Craft and Cruisers: Handmade Market & Motorfest 2018
EXHIBIT INFORMATION, RULES AND POLICIES

1. Date & Time: **Saturday, October 20th 9:00am to 4:00pm**
Sunday, October 21st 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, October 19th 7:00am to 6:00pm**
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 7:00am to 9:00am. **Accessibility for unloading Saturday morning will be extremely limited.**
4. **Craft vendor and sponsorship booth spaces are 10ft. X 10ft.** A limited number of community booth spaces will also be available and are 14ft. x 5ft.
5. A limited number of 6ft. long banquet tables and folding chairs will be available for rent. Tables are \$10.00 each and chairs are \$2.00 each. If you would like to rent our tables and/or chairs, you **MUST** indicate so on the contract. If you fail to do so, extras will **NOT** be available at a later date. Feel free to bring your own tables and chairs.
6. **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.
7. Vendors intending to sell baked or perishable goods must complete the Domestic Kitchen Training course offered by the University of Tennessee Extension program, attach a certificate of course completion to the booth application, and follow guidelines set forth in the "Changes to the Domestic Kitchen Laws Regulating Tennessee's Cottage Food Industry". Links to both the course and guidelines are available online at wcparksandrec.com
8. **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.
9. Exhibitors must furnish their own display units and **those requesting electricity must bring their own extension cords (25 ft. minimum) and multi-plugs.**
10. 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.**
11. **SMOKING IS PROHIBITED INSIDE THE BUILDING.**
12. Due to county fire codes - **NO burning of incense, candles, or other such items will be permitted.**
13. Children attending the show with exhibitors **MUST remain supervised** within the booth area. Children will not be permitted to roam the premises unsupervised.
14. **NO PETS ALLOWED in booth spaces.**
15. 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.
16. **CONTRACTS AND PAYMENT ARE DUE SUNDAY, JULY 1ST, 2018.**
Late applications and payment, including an additional \$25.00 late fee, must be received no later than Saturday, September 1st, 2018. **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 application 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

17. Once your sale items are approved, you will receive a confirmation letter in the mail with a receipt for your booth fee *(and rental fees if you have rented tables and/or chairs).*
18. 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 Monday, October 1st, 2018.
19. ***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



WILLIAMSON COUNTY PARKS & RECREATION

1120 HILLSBORO ROAD FRANKLIN, TN 37064

DIRECTOR: GORDON HAMPTON

PHONE # 615-790-5719 FAX # 615-790-4732

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BOOTH APPLICATION

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. (ALL vendors must 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: \$100.00 # of Booths Requested: _____

Applications must be received by July 1st. Late applications must be received by September 1st including a \$25.00 late fee.

Will you need tables? (\$10.00 each) YES NO If so, how many: _____

Will you need chairs? (\$2.00 each) 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.

Do you plan to use a tent or structure? YES NO

I plan to set my booth(s) up on: Friday (7:00am-6:00pm) or Saturday (7:00am-9:00am)

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

***Understand that we will do our best to meet your requests; however, WE CANNOT GUARANTEE that all requests will be met. Returning crafters, items listed on your application must be approved each year. You are not guaranteed a spot or placement due to participating with us in the past. ***

***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 this application, and submit it with a check made payable to WCPRD for the total amount for booth fee and for any rented tables/chairs 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



WILLIAMSON COUNTY
PARKS & RECREATION

1120 HILLSBORO ROAD FRANKLIN, TN 37064

DIRECTOR: GORDON HAMPTON

PHONE # 615-790-5719 FAX # 615-790-4732

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SPONSORSHIP/ COMMUNITY BOOTH APPLICATION

PLEASE PRINT

Contact Person's Name

Business/Organization Name

Street Address

e-mail address

City State

Zip

() Office Phone Number w/ area code

() Business Phone Number w/ area code

Office Phone Number w/ area code

Business Phone Number w/ area code

REQUIRED: Complete description of merchandise and/or promotional plan *Sponsors/Organization will not be accepted unless description is provided*

Sponsorship Fee for Booth: \$350.00 Community Fee for Booth: \$100.00

Booth spaces may vary. Community booth fees may be discounted or waived based on need upon request. Applications must be received by July 1st. Late applications must be received by September 1st including a \$25.00 late fee.

Will you need tables? (\$10.00 each) YES NO If so, how many: _____

Will you need chairs? (\$2.00 each) 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.*

Do you plan to use a tent or structure? YES NO

I plan to set my booth(s) up on: Friday (7:00am-6:00pm) or Saturday (7:00am-9:00am)

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

***Understand that we will do our best to meet your requests; however, WE CANNOT GUARANTEE that all requests will be met. Returning participants, items listed on your application must be approved each year. You are not guaranteed a spot or placement due to participating with us in the past. ***

***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.*

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Vendor's Signature

Date