



Hatchie Fall Fest
Vendor Registration
 Saturday, October 21, 2017

Date received: _____
Booth #: _____
Electricity: _____

Vendor Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____
 Phone(s): _____

Type of Booth & Description: Please indicate type and provide description, photos.

- | | |
|--|---|
| <input type="checkbox"/> Business | <input type="checkbox"/> Food |
| <input type="checkbox"/> Kid's Game/Activity | <input type="checkbox"/> Art or Craft |
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Other (please specify) _____ |

Detailed description of products/services and include a photo, if possible. (use back of form if needed)

Do you require electricity? Yes No

Electrical spaces are limited and reserved on a first come first serve basis. Please check the appropriate plug. Everyone will be required to plug into one of these outlets. No one will be permitted to "hard wire" into the festival system.



_____ 110 Volt NEMA 5-15 Plug A



_____ 220 Volt NEMA 14-50 Plug B

Size & Length of Electrical Cord: _____

Be advised that you **must meet standard requirements for cord size** according to length and amp draw.

Food Vendors Only: Do you require water? NO YES (please check one below)

Required (**Add \$10**) Desired (We will contact you for the additional \$10, if we are able to provide)

Proof of Insurance attached **All Food vendors must provide proof of liability**

Waiver: The Hatchie Fall Fest reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the City of Brownsville, Hatchie Fall Fest, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Brownsville, Hatchie Fall Fest or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.

Signed: _____ **Date:** _____

<input type="checkbox"/> 15x15 space \$50 <input type="checkbox"/> 15x15 space with Electricity \$100 (\$110 w/water) I have enclosed a check or money order made payable to Hatchie Fall Fest. RETURN COMPLETED FORM BY SEPTEMBER 15, 2017 TO: Hatchie Fall Fest • P. O. Box 1454 • Brownsville, TN 38012

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Hatchie Fall Fest

Brownsville, Tennessee

Vendor Registration Form

Saturday, October 21, 2017

Description of Event:

- Outdoor Festival on the Historic Court Square in Brownsville, Tennessee
- Saturday, October 21, 2017; 10 a.m. until 9 p.m.
- Free Admission to the public. All day entertainment, kid's games and contests.
- Attendance in 2016 — over 7,000.

Festival Information and Requirements: *Please read carefully*

- Booth space fees: 15x15 without electricity **\$50**, 15x15 with electricity **\$100**. Food Vendors Only: add an additional **\$10** if you require water. Payment is due with application. Application Deadline is September 15, 2017.
- Booth space with electricity is limited and available on a first come - first served basis. Vendor must specify exact electrical requirements and have appropriate plug to tie into our system (see application). Vendors must provide their own heavy-duty extension cords (100 ft. minimum) that meets code for their specific electrical requirement.
- All vendor location requests will be considered on a first come - first serve basis and honored whenever possible.
- You must provide your own tent, tables, chairs, etc...
- Please provide a detailed description of your booth items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items.
- Food Vendor: Due to logistics of food vendor set-up, you **MUST check in between 5 – 6 a.m.** Due to safety issues, food vendors who arrive after 6 a.m., WILL forfeit pre-assigned booth location and will be assigned an alternate location.
- All other vendors must check-in between 6-8 a.m. Due to safety issues, arrivals after 8 a.m., may forfeit pre-assigned booth location and be assigned an alternate location.
- These items **WILL NOT** be allowed for sale at the festival: toy guns of any kind, silly string, stink bombs, fake cigarettes or any other items deemed inappropriate or being misused.
- Vehicles will not be allowed in the festival area after 8 a.m., without permission of a festival official, and all vehicles must be removed from festival grounds by 9 a.m.
- Booths must be completely set-up by 10 a.m. The festival requests that all vendor booths remain open until 6 p.m.
- Vendors will have from 6-10 p.m. to pack-up. All vendors must be off festival grounds by 10 p.m.
- To prevent accident or injury, any vendor wishing to leave early **MUST notify a festival official.** With permission, booths that can be packed-up and “walked-out” will be allowed to do so. No vehicles will be allowed on the festival grounds before 6 p.m., **without the permission and escort of a festival official.**
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash. Trash receptacles are located throughout the festival area.
- Each applicant will receive a confirmation letter/e-mail upon receipt of their application and a map and directions will be mailed approximately 2 weeks prior to the event.
- This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
- All vendor fees are non-refundable.
- All vendors are required to show proof of liability insurance and read and sign attached waiver.
- Absolutely no unattended vehicles may be left on the festival grounds the night before the festival.
- Vendor Registration Forms must be return by September 15, 2017.