

51st Annual Covered Bridge Celebration!

June 9-10, 2017

Vendor Application

- **Friday June 9, 2017:** Vendors (arts and crafts, marketplace) in the Park, Kid's Island, Food Vendors, Music in the Park
 - **Saturday June 10, 2017:** Vendors (arts and crafts, marketplace) in the Park, Kid's Island, Food Vendors, Music in the Park
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Arts & Crafts: All items must be handcrafted and original works of the vendor.

Marketplace: Vendors whose primary business is catalog, independent, or home based sales such as but not limited to 31 Bags, Avon, Pampered Chef, LuLaRoe, or Mary Kay. Please contact the Chamber for further clarification if needed.

Corporate: A limited number of quality commercial spaces are available. Printed literature/materials should describe the company's services.

Non-Profit: A limited number of spaces available and intended for local non-profits. All items sold must be handmade or original to the organization. Printed literature/materials should describe the community services. Non-profit status/designation required.

Kid's Island: A limited number of spaces available.

No political or propaganda materials accepted. NO HANDING OUT OR GIVING AWAY FOOD OR BEVERAGES OF ANY KIND. If found, your organization will be asked to leave the festival.

Elizabethton Carter County Chamber of Commerce

P.O. Box 190/ 500 Veterans Memorial Parkway

Elizabethton TN 37643

423-547-3850

events@elizabethtonchamber.com

Www.elizabethtonchamber.com

Www.facebook.com/ElizEvents

Check in: Load In/Load Out

Exhibit load-in is to be determined. You will be contacted with your load-in time.

Exhibit load-out will take place on Saturday June 10, 2017 at 10pm.

Electricity

Standard electrical is offered to all Vendors/Exhibitors prior to admission at an additional charge. Spaces with electricity are limited and are on a first come first serve basis.

Standard 110V- \$10.00 fee

220V- \$20.00 fee

Exhibit Cancellations

Refunds and cancellations provided for extreme medical reasons only.

Character of Exhibit Area

- All exhibits must be designed, constructed, and operated in good taste with the best interests of the Event & public safety.
- Vendors/Exhibitors may not sublease any part of their space or participate in any third-party advertising or third-party promotions or display third-party signage at their booths at any time.
- Decorations may not be nailed, taped, tacked, or otherwise fastened to park infrastructure, trees, or city fixtures.
- Motorized vehicles of any type (forklifts, gas or electric carts, bicycles, scooters or similar equipment) may NOT be used inside the Event Zone/venue area.
- Distribution of flyers, brochures or any other advertising/marketing materials must be confined to the Vendors/Exhibitors booth space.

Taxes

All Vendors/Exhibitors are solely responsible for paying their portion of the Tennessee Sales tax. Forms will be provided to Vendors/Exhibitors upon check-in to fill out.

Maps/Vendor Location

If you have a special request for your booth location, please list on the application and efforts will be made to accommodate your request. Vendors will receive location assignment, maps, and parking pass (limit 1) upon check-in.

The Covered Bridge Festival Committee reserves the right to make modifications to the layout of the exhibit area if circumstances warrant, at its sole discretion. Vendors/Exhibitors must be confined to the space contracted and provided. Vendors/Exhibitor's space must not obstruct other exhibits or walk paths.

Liability

The Vendor/Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save The Elizabethton Carter County Chamber of Commerce and City of Elizabethton against any and all claims, losses and damages to persons or property and attorney's fees arising out of or caused by Vendor/Exhibitor installation, removal, maintenance, occupancy or use of exhibit space. In addition, the Vendor/Exhibitor acknowledges that The Elizabethton Carter County Chamber of Commerce and City of Elizabethton do not maintain insurance coverage covering Vendor/Exhibitor property and it is sole responsibility of the Vendor/Exhibitor to obtain such insurance, including, if desired business interruption and property damage covering losses by the Vendor/Exhibitor. Responsibility of the security of Vendors/Exhibitors area, products and property rests solely with the Vendor/Exhibitor.

Weather

The Covered Bridge Celebration is a rain or shine event, please secure your exhibit area accordingly. The Vendor/Exhibitor agrees that in the acts of God, (i.e. high winds, extreme rains, flooding, etc.) that neither The Elizabethton Carter County Chamber of Commerce nor City of Elizabethton shall be responsible for loss, damage, claims or losses of property or persons. It is the Events Management's sole and absolute discretion to order an evacuation of the Event, or to take necessary steps to protect public health and property in the event of an act of God, or the issuance of a severe weather warning for Elizabethton or by the National Weather Service. Refunds will not be provided.

Vendor Application

Friday June 9, 2017: 10am-10pm

Saturday June 10, 2017: 10am-10pm

Booth Fees:

Non-Profit \$75..... Fee after April 28, 2017 **\$95**
Arts & Crafts **\$165**Fee after April 28, 2017 **\$185**
Marketplace **\$220** Fee after April 28, 2017 **\$240**
Corporate **\$350** Fee after April 28, 2017 **\$370**
Kid's Island **20%** of sales at close of day

Final Entry Deadline: May 19, 2017

*No applications will be accepted after the deadline

*Booth size: 10' wide x 10' deep

VENDOR (please check one):

NON-PROFIT _____ **ARTS & CRAFTS** _____

MARKETPLACE _____ **CORPORATE** _____

KID'S ISLAND _____

BUSINESS/NAME

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

TELEPHONE (____)

E-MAIL

Best Method of Contact _____ Phone _____ Email

TN TAX ID# _____

(No ID, a Temporary ID Form will be provided)

Please provide a brief description of your items (Please enclose 4 (four) photographs):

Please provide any special needs:

Electrical Y N (limited—\$10/ \$20 fee) _____ 110 _____ 220

Total amps _____ Handicap: _____

Misc. Need: _____

of booth spaces needed (10 X 10) # _____

Kid's Island Vendors— Insurance Company

_____ **Kid's Island Vendors**— I have attached a copy of proof of insurance for the duration of this event for the Elizabethton Carter County Chamber of Commerce and the City of Elizabethton. Without insurance, the vendor will not be allowed to participate in the event.

Total amount due: _____

My signature below acknowledges that I have read the enclosed rules and regulations and agree to abide by the same.

Signature: _____

Date: _____

Please make checks payable to: Elizabethton Carter County Chamber of Commerce. (Please retain a copy of this application for your records)

Vendor/Exhibitors Rules & Regulations

All Vendors/Exhibitors of the 2017 Annual Covered Bridge Celebration must adhere to the following rules and regulations. The Elizabethton Carter County Chamber of Commerce & City of Elizabethton has the full power to interpret and enforce these rules, conditions and regulations, and the power to make reasonable amendments thereto and to make such further reasonable rules and regulations necessary for the proper conduct of a safe, clean, well-regulated, and attractive event.

Jurying

This is a juried craft event, meaning your application will be reviewed by a committee to determine the best fit for our festival. **Each applicant MUST submit 4 photos of current work and booth attached to the application. Failure to attach or include photos means your application will be rejected.** Please do not overlook this not only very important but necessary component to the application process. If chosen, you will be contacted via the method you indicate on the application. **Booth fees are due after you receive notice of acceptance.**

Exhibit Fee / Payment Schedule

- Booth (10X10 booth) + electric fee if needed due upon acceptance of application.
- Late booth fee (10X10 booth) after April 28, 2017 + electric fee, if needed, due upon acceptance of application **NO LATER** than May 19, 2017.

Vendors are expected to furnish their own tent, tables, chairs and all décor and supplies.

Office Use Only: Initials: _____

Date Submitted: _____

Accepted: _____ Yes _____ No Date _____

Date Booth Fee Received: _____

Cash Check # _____ Card