



SATURDAY, SEPTEMBER 27TH, 2014
HISTORIC COURT HOUSE SQUARE
CARTHAGE, TN

INFORMATION AND APPLICATION

SET UP HOURS: SATURDAY-SEPTEMBER 27TH-6 a.m UNTIL 9 a.m

- Vendors **MUST BE** checked in with registration by 8:30am Saturday morning or you will forfeit your booth space. After check in please located your booth space, unload your material and move your vehicle. All vendors will have assigned parking. There will be **NO** vehicles allowed in the booth area after 8:30a.m. Please find a map enclosed for entering the Festival on Saturday morning for all vendors. The lower end of town will be closed for the 5K run early that morning. We ask that you follow this map for easiest route to the registration entrance. All booths must be set up and complete by 9:00 a.m **VENDORS MUST REMAIN** set up until event closes at 5:00p.m.
- You must check in at the Chamber Of Commerce tent for your booth assignment and location. **PLEASE DO NOT SET UNTIL** you have checked in. (Refer to enclosed map)
- **NO** vehicles may enter festival area during event hours.
- All booths will be on pavement. Any tents or awnings must be free standing and not damaging to the pavement and cannot extend outside of assigned space.
- No tents, tables, chairs, etc will be provided from the event sponsors
- The event will take place rain or shine and there will be no refunds of booth fee.
- All booths are required to keep their area around their booth clean and remove all litter/debris when leaving.
- Booth size approximately 10x10 except food vendors.
- Please make check payable to: Smith County Chamber of Commerce
- Please mail the application form along with check to: Smith County Chamber of Commerce, 939 Upper Ferry Road, Carthage, Tn 37030.
- If you have any special requests please write them on the application and we will try to accommodate you if possible.
- If you have any questions, please contact:
Bill Woodard, Director of Chamber 615-735-2093
Judy Smith, Tourism Chairman 615-489-7719
- Food Vendors that bring their own generators must provide a sound barrier around the generator.

- Electricity for Food Vendors ONLY will be offered. You will be allowed one 110 double plug that has its own 15 amp breaker for each food booth. Please make sure that this is sufficient for your cooking needs, If this is not sufficient you will need to prepare your before arriving. Thank you.
- Door prizes are not required by the event organizers. If you would like to give a door prize at your booth please bring material for their registration information. You will be responsible to get the winner their prize.

BOOTH FEE SCHEDULE:

Pre-registration (Application & Checks received by September 15th)

\$30 Non-food Vendor \$50/\$60 Food Vendor

Late registration (Application & Checks received September 16th-September 22)

\$50 Non-food Vendor \$\$70/\$80 Food Vendor

We do not promise you will be included in advertising if your application is received after September 15th

NO APPLICATIONS WILL BE TAKEN AFTER THE SEPTEMBER 22 CUT OFF DATE