

CITY OF FAIRVIEW



NATURE FEST

SATURDAY, SEPTEMBER 21, 2024 9 AM to 4 PM

BOWIE NATURE PARK

*** PLEASE READ THE FOLLOWING CAREFULLY BEFORE FILLING OUT THE APPLICATION ***

ARTS/CRAFTS VENDORS

Booth spaces are 10' x 10'. All items must be hand-made or hand-crafted (a limited number of direct sales vendors will be allowed and will be on a first come first serve basis). Sharing a booth space is allowed – ONLY 2 independent vendors in one booth space. Each vendor booth space is \$35.

FOOD VENDORS:

Food trucks/Food vendors will be on a first come first serve basis. The food vendor fee is \$75.

BOOTH DETAILS:

Applications POSTMARKED after September 9th, 2024, will be considered, depending on space availability. Confirmation of booth rental will be sent by email after application and fees have been received. Vendors will receive booth locations upon arrival. Each vendor is responsible for their own signage. This is an OUTDOOR event (weather permitting). If the event gets canceled due to severe weather, a refund will be issued. Please prepare accordingly. Vendors are responsible for bringing their own canopies, tables, chairs, etc. Drilling holes into the asphalt is not allowed. All vendors are responsible for ensuring compliance with all local and state taxes, licenses, and permits.

DEADLINE:

All vendor applications and payments must be turned in by September 9th, 2024.

SET-UP:

Saturday, September 21st - beginning at 7:00 a.m. Do not arrive before 7:00 a.m. Vendors will receive booth location upon arrival.

After unloading, move vehicles to the designated area **PRIOR** to setting up booths. Vehicles must be moved from the vendor area by 8:30 a.m.

Booths must be set up and ready for business by 9:00 a.m. This event is from 9 a.m. until 4 p.m. Vendors must be completely packed BEFORE moving vehicles. If you need to leave early, the Community Relations Coordinator (Richard Ross) must be contacted prior to breakdown.

Vendors are responsible for trash at their own booth | Please leave booth area as clean as when you arrived

***** PLEASE PRINT ***** PLEASE PRINT *****

Vendor Name _____

Mailing Address - Street or P.O. Box, City, State, Zip Code _____

Phone Number _____ Email Address _____

Booth Name _____

Description and photos (you may email the photos to rross@fairview-tn.org) of items for sale: Use the back of the form if needed.

List all the people who will be present at your booth.

Booth Fees: \$35 per booth | Food Vendors: \$75

Booth Fee: _____ X (# of booths) _____ = _____ Amount

Total Amount Enclosed: _____

*** Application completed and signed * Check or Money Order payable to: City of Fairview * FOOD VENDORS — PLEASE INCLUDE MENU with PRICES * City of Fairview will confirm completed receipt of booth application and fee ***

Mail the above information to: City of Fairview Attn: Richard Ross 7100 City Center Way Fairview, TN 37062

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Questions? Contact: Richard Ross @ 615-387-6140 or Email: rross@fairview-tn.org

I have read, understand, and agree to comply with the City of Fairview as stated in the event information document.

Signature _____ Date _____

