



# Hatchie Fall Fest

Brownsville, Tennessee

## Vendor Registration Form

### Saturday, October 16, 2010

#### **Description of Event:**

- Outdoor Festival on the Historic Court Square in Brownsville, Tennessee
- Saturday, October 16, 2010; 10 a.m. until 8 p.m.
- Free Admission to the public. All day entertainment, kid's games and contests.
- Attendance in 2009 — over 5,000.

#### **Festival Information and Requirements:** *Please read carefully*

- Booth space fees: 15x15 without electricity **\$45**, 15x15 with electricity **\$75**. Payment is due with application. Application Deadline is September 15, 2010.
- Booth space with electricity is limited and available on a first come - first served basis. Vendor must specify 15 or 30 amp (4 circuits only). Vendors must provide their own heavy-duty extension cords (100 ft. minimum).
- 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, 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 are asked to check in between 5 – 6 a.m. Due to safety issues, food vendors who arrive after 6 a.m., may forfeit pre-assigned booth location and 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.
- 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 8 p.m.
- Vendors will have from 8-10 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 8 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.
- Each applicant will receive a confirmation letter upon receipt of their application and a map and directions will be mailed 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. Please fill out vendor registration completely.
- 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, 2010.



**Hatchie Fall Fest**  
**Vendor Registration Form**  
 Saturday, October 16, 2010

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"/> Game/Activity | <input type="checkbox"/> Art or Craft |
| <input type="checkbox"/> Non-Profit    | <input type="checkbox"/> Other        |

Please give a detailed description of your products/services and include a photo, if possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you require electricity?**  Yes  No

Electrical spaces are limited and reserved on a first come first serve basis. If you require electricity, please specify the amp information below:

15 amp (4 circuits only)  30 amp (4 circuits only)

Proof of Insurance attached

**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:** \_\_\_\_\_

15x15 space \$45  15x15 space with Electricity \$75

I have enclosed a check or money order made payable to Hatchie Fall Fest.

**RETURN COMPLETED FORM BY SEPTEMBER 15 TO:**  
**Hatchie Fall Fest • P. O. Box 1454 • Brownsville, TN 38012**