

# Tennessee Valley Fair

## Jacob Building—Arts and Crafts Vendor Agreement



*Fair Dates:*

*September 6, 15, 2024*

*First Weekend:*

*September 6, 7, 8*

*Second Weekend:*

*September 13, 14, 15*

Please Return Application to:

**Kim Harbin**

PO Box 6066

Knoxville, Tennessee 37914

P: (865) 215-1478

F: (865) 215-1483

E-mail: kimh@tnvalleyfair.org

OFFICIAL Vendor Agreement for Arts and Crafts vendor space. Specific location will be assigned after all agreements are received  
This form must be filled out in its entirety in order to receive consideration.

**Contact Name (Print):** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Please list all craft items or specialty items you will be selling, distributing, or exhibiting at the Fair. All craft and specialty items must follow the rules and regulations of the Jacob Building, and the Booth Space Guidelines. **Please provide photos, if available (visual aids, brochures, etc.) of craft or specialty items.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What type of space are you interested in?:**

- 10'x10' booth space (space size may vary) \$100 per booth **(1st weekend; 3 days—Sept. 6, 7, 8)** \_\_\_\_\_
  - Corner Booth Space - \$150 per booth (if available) \_\_\_\_\_
  - 10'x10' booth space (space size may vary) \$100 per booth **(2nd weekend; 3 days—Sept. 13, 14, 15)** \_\_\_\_\_
  - Corner Booth Space - \$150 per booth (if available) \_\_\_\_\_
  - 10'x10' booth space (space size may vary) \$250 per booth **(ALL Ten-Days—Sept. 6-15, 2024)** Corner \_\_\_\_\_
  - Booth Space - \$300 per booth (if available) \_\_\_\_\_
  - Electricity—\$25 per weekend \_\_\_\_\_
  - Electricity—\$50 both weekends or all 10-days \_\_\_\_\_
  - Reserved Parking Space - \$80 all 10-days (directly behind Jacob Building) Total Enclosed \_\_\_\_\_
- \$ \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**CANCELLATION POLICY: A cancellation fee of \$50 prior to Aug. 1, 2024. After Aug. 1st—NO REFUNDS**

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Or make check payable to Tennessee Valley Fair—PO Box 6066, Knoxville, TN 37914

*-see backside or second page for guidelines-*



## Please Note Guidelines:

- **CHECK-IN:** Before unloading please check in at the Jacob Building office. This is where you will pick up your packet.
- **INSURANCE:** Included in Vendor agreement fee.
- **TABLES/CHAIRS:** Vendor must provide own tables and chairs.
- **SETUP/TEAR DOWN:** First weekend setup and teardown: Thursday, Sept. 5th - 8:00 am—8:00 pm; Friday, Sept. 6th setup and ready by 12:00 noon—Jacob Building opens at 4:00 pm (Friday) and closes at 10:00 pm.  
First weekend teardown: Sunday night 10:00 pm after building closes or Monday morning.
- Second weekend setup and teardown: Thursday, Sept. 12th - 8:00 am—10:00 pm; Friday, Sept. 13th setup and ready by 12:00 noon—Jacob Building opens at 5:00 pm (Friday) and closes at 10:00 pm.  
Second weekend teardown: Sunday night 10:00 pm after building closes or Monday morning.
- **LOAD/UNLOAD:** behind the Jacob Building. Please limit time to 30 minutes.
- **BADGES/TICKETS:** Badges (2) plus Parking passes or Tickets plus Parking passes will be in your Vendor packet.
- **HILLTOP PARKING INFORMATION:** Each paid in full Vendor Contract will come with Hilltop Parking passes. The Hilltop Parking Lot is located behind the Jacob Building on the Fairgrounds. These parking passes are included at no additional cost to the vendor. Hilltop Parking is available on a first come first serve basis. Free parking with pass via Hilltop Gate will be available only to capacity. Each individual car parking in the Hilltop Parking Lot MUST have a parking pass to enter. **RESERVED PARKING INFORMATION:** Vendors have the option to purchase a reserved parking space in the permit only parking lot located directly behind the Jacob Building. This is a paved lot, and it is located much closer to the Jacob Building than the Hilltop Parking Lot spaces. Reserved parking spaces are limited! There is a two space limit per contract.
- **SPACE:** Management will furnish an 8 ft. backdrop and 3 ft. siderails between booths. Vendor will furnish all other items inside booth space. All tables must be skirted to the floor and all storage boxes must be out of sight.
- **ELECTRICITY:** 110v electrical outlets will be available to each booth for an additional charge.

### RESPECT THE JACOB BUILDING:

- Only dollies with soft rubber or inflated tires will be permitted on the floor of the Jacob Building.
- Any metal racks used for displays must have a pad under the feet of the racks.
- NO Duct Tape, paint, flooring adhesive, or shoe polish may be applied to the floor surface.
- No signs or other materials may be attached to the wall, support columns, or ceiling inside the Jacob Building. Nails, screws, or wire hangers are prohibited.
- Any damages to the building will be fixed at the Vendors expense.
- **ALCOHOLIC BEVERAGES and SALE OF FOOD:** The sale, use or consumption of alcoholic beverages is prohibited in the Jacob Building. Sale of Food items, drinks (soda & water) for immediate consumption is prohibited, except for those vendors already pre-approved by the Fair Management. Sale of food items for carryout home consumption is permitted. However, the Fair is a PEPSI exclusive event. ANY drinks given away for promotional reasons must be purchased through the PEPSI vendor on the Fairgrounds. NO Exceptions.
- **CLEANING:** The Fair cleaning staff WILL NOT enter the Vendors display area to clean. If anything needs to be thrown away, please place it in the aisle after the Fair closes.
- **NEIGHBORS:** Vendors must arrange display in such manner that they will not infringe upon the rights of neighboring Vendor.
- **GENERAL:** Fair Management reserves the right to restrict any exhibit which, because of noise or other reason, may become objectionable, and also reserves the right to prohibit or remove any display which, in the judgement of Fair Management may detract from the general character of the Fair. The reservation includes persons, things, conduct, printed matter or anything of a character that might be detrimental to the Fair as a whole. Fair Management does not offer exclusives for any product, however we reserve the right to limit products and services as we deem necessary.
- **HOURS OF JACOB BUILDING:** Opening hours—Friday's 5:00 pm.; Saturday's 10:00 am.; Sunday's 12:00 noon; Monday 10:00 am.; Tuesday 10:00 am.; Wednesday and Thursday 5:00 pm. Building closes every night at 10:00 pm.

Vendor's Name (please print): \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_