



Tennessee Valley Fair
Jacob Building--Commercial Vendor
Official Agreement

Fair Dates:
September 8-17, 2023

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 Commercial 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 products and services you will be selling, distributing, or exhibiting at the Fair. All products and services must follow the rules and regulations of the Jacob Building and Commercial Vendor Guidelines. You must provide photos (visual aids, brochures, etc.) of the products and services and/or booth space.

[Blank lines for listing products and services]

What type of space are you interested in?:

- 10'x10' booth space (space size may vary) - \$425 per booth
• Corner Booth Space — \$500 per booth (if available - size may vary)
• Two Booth Special! 10'x20' booth space (size may vary) - \$800 for two spaces
• Electricity — \$50 for all 10-days
• Reserved Parking Space — \$80 for all 10-days
• \$1 million Liability Insurance — \$130 for all 10-days

(The prices listed above secure a booth space for all 10-days of the 2023 Tennessee Valley Fair) Total Enclosed \$

Vendor's Signature: Date

CANCELLATION POLICY: A cancellation fee of \$50 prior to Aug. 1, 2022. 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.
- **SETUP/TEAR DOWN:** Setup - Tuesday, Sept. 5th, Wednesday, Sept. 6th, and Thursday, Sept. 7th - 8:00am-8:00pm; Friday, Sept. 8th setup and ready by 12:00pm noon - Jacob Building opens at 4:00pm (1st Friday) and closes at 10:00pm. Tear Down - Sunday, Sept. 17th after 10:00 pm when building closes or Monday, Sept. 18th morning.
- **LOAD/UNLOAD:** Behind the Jacob Building. Please limit time to 30 minutes.
- **INSURANCE:** The Tennessee Valley Fair requires ALL commercial vendors to have \$1 million liability insurance through a master policy. If you have a current policy, you will need to list the **Tennessee Valley A&I Fair, the City of Knoxville, and ASM Knoxville, its officials, officers, employees, and volunteers as additionally insured.** The Tennessee Valley Fair must receive a COI from you or your insurance company no later than August 30th, 2023. If you do not have a current policy, you may purchase one through the Tennessee Valley Fair for \$130.
- **TABLES/CHAIRS:** Vendor must provide own tables and chairs.
- **BADGES/TICKETS:** Badges (2) plus parking passes or tickets will be in your vendor packet.
- **HILLTOP PARKING INFORMATION:** Each paid in full vendor contract will come with Hilltop Parking Lot 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 Parking Lot 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—\$80 per parking space.
- **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 Tennessee Valley Fair Management. Sale of food items for carryout home consumption is permitted. However, the Tennessee Valley 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 Tennessee Valley Fair cleaning staff **WILL NOT** enter the vendor's display area to clean. If anything needs to be thrown away, please place it in the aisle after the Tennessee Valley Fair closes.
- **NEIGHBORS:** Vendors must arrange display in such manner that they will not infringe upon the rights of neighboring vendor.
- **GENERAL:** Tennessee Valley 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 judgment of Tennessee Valley Fair Management may detract from the general character of the event. The reservation includes persons, things, conduct, printed matter, or anything of a character that might be detrimental to the Tennessee Valley Fair as a whole. Tennessee Valley 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 - Fridays 5:00 pm; Saturdays 10:00 am; Sundays 12:00pm noon; Monday 10:00 am; Tuesday 10:00 am; Wednesday and Thursday 5:00 pm. Jacob Building closes every night at 10:00 pm.

Vendor's Name (please print): _____

Vendor's Signature: _____