

Farragut West Knox Chamber Exhibitor's Application



CRAFTS & ALE
A CRAFT EVENT PRESENTED BY THE FARRAGUT WEST KNOX CHAMBER OF COMMERCE

Date: Saturday, October 13, 2018 9am-5pm

Location: West End Shopping Center just off Kingston Pike in Farragut

ENTRY FEE: \$25.00 (due with application / non-refundable)

Fee: \$110 by Aug. 15 per 10x10 site (due upon acceptance)

Fee: \$135 after Aug. 15 per 10x10 site (due upon acceptance)

Applicant's Name: _____

Business Name: _____

Email Address: _____ Website: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Briefly Describe the items you wish to sell/display (This will be used for promotions; include the media you are working in such as painting, ceramics, jewelry, wood carving, etc.)

Are ALL items you wish to sell completely HAND MADE BY YOU? Yes No

If "NO", please explain: _____

Do you have a canopy/tent? Yes No Size (in feet) _____ x _____

Do you need WEIGHTS for your tent legs? Yes No

(Event Rentals by Rothchild can provide the required 50 lb weights per tent leg. Vendor must supply rope.)

Will you be demonstrating your craft at this event? If YES, indicate special needs: _____

MUST include (3) PHOTO EXAMPLES of your work with completed form (email attachment or printed).

I have read and agreed to the enclosed Rules and Regulations governing the Crafts & Ale Event

Applicant's Signature

Date

RETURN APPLICATION with \$25 ENTRY FEE to:

**Farragut West Knox Chamber of Commerce
11826 Kingston Pike, Suite 110
Farragut, TN 37934**

CC _____

Exp. Date: _____ Security Code: _____

FOR OFFICE USE ONLY—Do Not Write In This Space

Pymt _____ Other _____

Amount _____ Assigned Site _____



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Fees

Rental of each crafter site is \$110 for the day. Subletting of space is not permitted except with permission of the FWKCC. Food and beverage vendor sites are priced at \$200 per booth. LIMITED spaces available! Due to limited electricity, food vendors will have first priority for use.

Site Info

Exhibitors are assured a minimum 10 foot frontage and 10 foot deep site. Anyone needing frontage exceeding 10 ft must purchase 2 site spaces. The site is in a recently paved parking area with minimal sloping but we cannot guarantee all sites will be perfectly level. Exhibitors must provide their own tables/chairs, canopies & ropes for weights. Event Rentals by Rothchild will provide the now-required 50 lb minimum weights per tent leg. This is included in your fee. Canopies must fit within the exhibit space and ropes must not interfere with neighboring exhibitors. Funeral home canopies prohibited. Sites will be marked with your number.

Set Up

We request all vendors make arrangements to be checked in AND have their canopies in place by Friday, 8pm, to eliminate any confusion concerning your site/location. Signs will be posted directing you to check in. You may come in early Saturday to stock your booth. We will have security on site Friday night. All vehicles must be out of the exhibitor area by 8:30am Saturday.

Be on site no later than 8am Saturday (if not earlier) to organize your materials and allow parking time. Unload crafts as quickly as possible and move your vehicle to the parking area before arranging your exhibit. Only 1 vehicle per site is allowed to unload at a time to minimize congestion. If you have additional vehicles to unload, please unload one completely, then remove it to the parking area before bringing the next vehicle in. Site number must be displayed in your vehicle window when parked.

General Info

With NO EXCEPTION, vehicles will not be allowed to enter and must be clear of the exhibit areas by 8:30am Saturday. Vehicles may not re-enter exhibit area until after 5:30pm Saturday.

With NO EXCEPTION, exhibits must remain in place until the close of the event day. **NO EARLY TEARDOWNS PERMITTED**. The event will go on regardless of weather. Come prepared in case of bad weather.

ALL EXHIBIT ITEMS MUST BE HANDCRAFTED OR UNIQUELY ENHANCED BY THE EXHIBITOR. Commercially produced components can be incorporated into the merchandise for sale, however it must be enhanced, embellished and/or decorated with original handicrafts created by the exhibitor. Items purchased for resale are not permitted. (Ex: A basket handmade in South America and purchased by the exhibitor for resale is not permitted UNLESS it is enhanced by the crafter in some way) Live animals or plants are unacceptable (allowances are possible in special circumstances such as hand-raised herbs or specialty decorative plants). **No food items may be offered without prior permission of Crafts & Ale committee and may be subject to health dept. inspection fees.**

Exhibitors are prohibited from using amplifiers or speakers during event hours.

Demonstrating your craft IS encouraged! It enhances the event atmosphere and increases your sales!

Though security will be provided Friday night into Saturday, the FWKCC is not responsible for exhibits/merchandise.

Children and pets welcome but must be under supervision at all times. Pets must be confined by leash or in a manner so they are not a nuisance to shoppers or neighboring exhibitors. Please clean up after your pet! These rules applies to all areas of the event and surrounding as the event is bordered by businesses. Bicycles, in-line skates, skateboards and similar apparatus are prohibited in the event area and on access pathways during event. This is for everyone's safety.



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Farragut West Knox Chamber of Commerce (FWKCC) staff and their assigned representatives shall have the power to enforce the regulations established herein and may, from time to time, upon proper notice to the exhibitor, establish additional rules and regulations for the management and control of the event. Commercial type signs announcing SALE, CLOSEOUT, CLEARANCE, CREDIT CARD INFORMATION, etc. are prohibited.

The FWKCC is not liable for damages to your exhibits, nor is it liable for personal injury.

Camping/RV Information

There is no space at the event site for campers or hookups. We are happy to provide you with info on area camping/RV facilities info. Call 865-675-7057.

Parking

Parking nearest the event space on the day of Crafts & Ale is reserved for shoppers. We will attempt to accommodate as many vehicles as possible in the nearest areas we designate for exhibitor parking. Only one vehicle per exhibitor will be allowed to use these areas. Additional vehicles will have to park further from the site. If you or a worker will need special transportation to a vehicle, please let us know ASAP or see a parking attendant on the day of the event.

Limited handicapped parking is available for attendees and exhibitors. Any vehicle occupying a handicapped space and not displaying official handicapped signage will be towed at the owner's expense. Vehicles in approved exhibitor parking areas failing to display their site numbers are subject to removal at the vehicle owner's expense.

Hospitality & Package Pickup

FWKCC committee/volunteers will be stationed in a central location for your convenience and to assist attendees. We will also provide a small package holding area for bulky items to be held for pickup by your buyers. Volunteers will pick up only HEAVY or OVER-SIZED purchases from the vendor and take them to this area where the buyer can load them into their car before departing. Please tell customers to carry their smaller items to this area where we are happy to hold them.

Crafts & Ale EXHIBITOR Listing/Advertising

The FWKCC, farragutpress and other media partners will publish advertising materials leading up to the event, including a list of confirmed exhibitors as a guide. Exhibitors may purchase ad space as shoppers may use the guide as a reference for year-round purchases. Please contact us for more information.

Problems?

FWKCC staff and volunteers will be easy to identify with coordinated shirts/aprons and will circulate the event all day. Feel free to grab one of us with your question/issue.

PACKING UP

No matter how wonderful the day is, we know all will be anxious to pack up and get home! No vehicles of any kind will be allowed to enter/move until all attendees have exited the exhibitor area. Use the time to begin packing up your booth. At approximately 5:30pm we will begin letting vehicles in to load. Please be patient as we control traffic to ensure all goes smoothly.