

GRAINGER COUNTY SPRING EXPO

Vendor Information

***Vendors **MUST** have a business in **Grainger County** to participate in events.

Application Deadline is April 1st, 2021. No exceptions.

First and Last name: _____

Business Name: _____

Items or services provided by your business: _____

Business address: _____

County of Business: _____ Phone number: _____

Email: _____

Vendor options available: Please specify your 1st, 2nd, and 3rd options. Spaces are first come first served, and vendors will be contacted in the order applications are received.

Choice (1 st , 2 nd , 3 rd)	Cost	Title of Vendor Space	Description of Vendor Space	# of Spaces Requested
NOT AVAILABLE (FILLED)	\$30	Inside space (10' x 10')	Must supply your own table and chairs. *Vendor supply your own extension cord and power strip	
NOT AVAILABLE (FILLED)	\$40	Foyer (10x16) two spaces	Must supply your own table and chairs.	
NOT AVAILABLE (FILLED)	\$20	Inside table (6' table)	Must supply your own table and chairs. (No electricity provided)	
NOT AVAILABLE (FILLED)	\$28	Porch space (10x15)	*Vendor supply your own tables, chairs and electric generator. MUST BE QUIET GENERATOR	
	\$25	Outside Spaces (12'x12') *Best for food trucks, food vendors must determine how many spaces they will need if they have a food truck or need a space larger than 12' x 12'	Vendor supply your own table, chairs and covering if needed ***If you use a generator, you MUST use a quiet generator	

Please indicate here if electricity is needed. Outlets are limited. It will be first come first served.

*** The vendor fee is **non-refundable**. The event will happen rain or shine. All monies will be used toward making this event and any future events successful. If and when funds become in excess, money will be donated to a charitable cause in the Grainger County community, to be determined by the Hometown Businesses of Grainger County board.

For office use only Date Received: _____ Time Received: _____

SPECIFICATIONS, RULES AND RELEASE

Event Date: Saturday, April 24, 2021

Time: 9 AM—4 PM

Location: Rutledge Elementary School

Set up time: 6:00 AM – 8:30 AM on Saturday, April 24, 2021 (the day of the event).

- There will be a **MANDATORY** vendor meeting at 8:30 AM the morning of the event.
- **Vendors are required to remain set up from 9 am-4:00 pm to ensure the event is successful. If you violate this rule, you will not be allowed to participate in the future events. This includes packing up early.**
- Vendors will be given unload instructions. After unloading **YOU MUST** move your vehicle to the back of the building. **NO EXCEPTIONS.** Front parking is for guests only.
- Vendors will be required to clean up their area. Vendors who leave trash or items from their set up will be asked to pay a cleaning fee of \$25 and will not be allowed to participate in future events.
- We encourage all vendors and patrons to wear masks, especially inside the building, to reduce the spread of COVID-19. We will be following the county/CDC guidelines for that time frame.
- Vendors who bring children to the event are **REQUIRED** to keep your children in your booth with you and be supervised at ALL TIMES.
- This group is to promote community and positivity. Vendors with concerns or questions are encouraged to approach a member of the committee to seek resolution.
- Please help us make this successful by promoting this event on your social media accounts (Facebook, Instagram, etc.), business website, and to your family, friends and neighbors.
- Vendors are encouraged to donate a door prize for a giveaway to help promote attendance of patrons at the event. It is not required but appreciated. If you only have large items and/ or it is not feasible for you to give goods or services, you may donate gift cards to your business or other businesses like restaurants or gifts from other places.
- No extension cords will be permitted to be a tripping hazard.

Release of Liability

I release the Grainger County Chamber of Commerce, Hometown Businesses of Grainger County, and Rutledge Elementary School from any liability of broken, damaged or stolen property. These organizations are in no way liable for accidents, physical harm or injuries while setting up for or cleaning up from the event or at any time during the event.

I, _____ (print name) certify that the above information I have provided is true and accurate, acknowledge the statements above, and agree to comply with the rules.

Signature: _____

Date: _____

Mail signed form to: Hometown Businesses of Grainger County
PO Box 614
Rutledge, TN 37861

Make Checks Payable to: Grainger County Chamber of Commerce