



CITY OF LAFOLLETTE
4th ANNUAL
BIG CREEK ATV FALL FESTIVAL
October 13, 2018

VENDOR REGISTRATION FORM

~~*Deadline: September 1, 2018~~

Cost Per Booth: \$25.00
 (10ft. x 20ft.)

Electrical spaces are limited
 Early registration is recommended
 Subject to availability

~~After Deadline: \$45.00~~

(Please Print)

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please indicate whether you are:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Retail/Resale | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Church | <input type="checkbox"/> Food |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Other: _____ |

Will you require electricity? Yes No
 (Limited Availability)

Liability: The Big Creek ATV Fall Festival Committee, the City of LaFollette, and sponsors will assume no responsibility for theft or damage of equipment or merchandise at any time during your participation in this event. Your booth must be attended at all times. Vendors are responsible for compliance with all city and state ordinances/statutes, including proper licensing and permits.

I have read and agree to these terms and conditions:

 Signature

 Date

Make Checks Payable To: **City of LaFollette**

Please remit this form and payment to:

In Memo Field, Please Indicate: **"ATV Festival"**

City of LaFollette
 207 South Tennessee Ave.
 LaFollette, TN 37766

This Section For Office Use Only

Paid: \$ _____ Date: _____

Notes: _____

VENDOR INFORMATION ON REVERSE SIDE

VENDOR GUIDELINES

• Set-Up/Take Down

Booths must be set up between 7:00 a.m. and 9:00 a.m., Saturday October 13, 2018

Vendors may start taking booths down at **7:30 or immediately** following the last program event.

All trash will be cleared from the vendor's area and disposed of in the proper receptacles.

It is the vendor's responsibility to provide any tents, tables, and chairs needed. This is a pedestrian only area during the times of **8:00 A.M. to 7:00 P.M.** No vehicles may be parked in the vendor area during even times.

All vendors will be responsible for site clean-up and garbage disposal. Oil and other food wastes must be disposed of properly and by sanitation guidelines. Vendors may place garbage in the proper containers.

Please do not leave any garbage at your site when the event is over.

Vendor Parking:

- A designated lot will be provided for vendors only.

Space Assignment:

- Space assignments will be made by the Event Committee. Spaces will be marked and numbered.

Sales Tax:

- It is the responsibility of the vendor to comply with state sales tax rules.

Facebook Page:

- Visit our Facebook page @ "Bigcreekfest"

Information Contact:

- LaFollette City Hall— (423) 562-4961

PLEASE READ:

Food Vendors have paid to set up to sell food. Please do not give away food at your booth.