



CITY OF LAFOLLETTE

207 South Tennessee Avenue
LaFollette, Tennessee 37766
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City Administrator

James Jeffries

July 11, 2017

Welcome Vendors!

It's that time of year again! We are looking forward to seeing you at this year's Big Creek Fall ATV Festival October 14th, 2017. This is our 3rd year and we are growing bigger and better each year. This year, we are including events downtown to help hold the crowd longer. We will be moving the kid's corner to one area, this will open up more vendor spaces. Also, we will not be putting vendors in Carl Pierces parking lot this year. Overflow vendors will go down the center lane of the street. We feel that setting vendors up this way will be advantageous for all of our vendors. We ask that all of our vendors not give out free food. The food vendors have paid for their spaces also, and depend on food sales. Attached you will find a vendor application, please fill it out and return with fee enclosed to:

City of LaFollette
Att: Big Creek Fall Festival
207 South Tennessee Avenue
LaFollette, TN 37766

You may also drop off your application and fee to City Hall's front office Monday-Friday, 8:00 a.m.- 5:00 p.m.

If you have any questions, or if I can be of any assistance, please feel free to contact me at (423)562-4961.
Email: mrodriguez@lafollettetn.net

Thank you,

Jimmy Jeffries
City Administrator
City of LaFollette



**CITY OF LAFOLLETTE
3RD ANNUAL
BIG CREEK ATV FALL FESTIVAL
October 14, 2017**

VENDOR REGISTRATION FORM

***Deadline: September 1, 2017**

**Cost Per Booth: \$25.00
(10ft. x 20ft.)
After Deadline: \$45.00**

**Electrical spaces are limited
Early registration is recommended
Subject to availability**

(Please Print)

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Please indicate whether you are:

Retail/Resale

Organization

Church

Food

Craft

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 14, 2017

Booths must be taken down 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.