

Grainger County Tomato Festival Vendor Rules

Dear Exhibitor,

The 18th Annual Grainger County Tomato Festival is just around the corner! The Festival will again be held at Rutledge Middle School, HWY 11, Rutledge, TN. (The Old Rutledge H.S.)

The Festival further consists of craft, food, collectibles, tomato vendors, demonstrations, and the Art & Quilt Show. Other exhibits include the famous "TOMATO WARS", 5K FUN RUN, lots of music and local entertainers, a beauty pageant, and other special events. We are requesting that you make the theme of your booth "TOMATO FESTIVAL". Please sign up early!!

Booth application deadline is May 15, 2011. If you would like to be listed in our program this year please have your application in by May 15th. Applications received after May 15th are subject to available space and Festival Committee approval.

BOOTH AND EXHIBITOR INFORMATION

For your benefit we are increasing our advertising budget considerably. We had a wonderful turnout last year and hope to improve this year. We had visitors from all over Tennessee as well as other states. That being said,

PLEASE NOTE: TOMATO FESTIVAL HOURS ARE FRIDAY 12-6 (OPTIONAL), SATURDAY 9-8, AND SUNDAY 12:01 PM – 6 PM.

YOU ARE REQUIRED TO HAVE YOUR BOOTH SET UP AND OPEN DURING THESE HOURS. IF YOU CANNOT BE OPEN DURING THESE HOURS PLEASE DO NOT SUBMIT AN APPLICATION. The visitors that come to see your exhibit may decide to wait until it cools down to attend; we have had complaints last year about booths being closed early. For those of you who have been with us in the past years, we have more changes. We now have a permanent web site where you can always find the latest information on the Festival. Tell your friends to surf over to <http://www.graingercountytomatofestival.com>

Setup Day will be Friday, July 29th. This day will be advertised as an "early bird" sale day. This means more sale opportunities! We always have folks coming on Friday looking for tomatoes and crafts. If you are going to set up Friday you need to do so before noon as we will have customers shopping and musical events that evening. It will be hard to move vehicles around when early shopping begins. If you contact the booth chairman, it is possible to set up as early as Wednesday. The number of booths is approximately the same as last year. We will NOT be adding additional spaces to accommodate last minute vendors or those who forgot to mail in their reservations. Booths will be 12' X 12' areas. Please reserve the appropriate amount of space to accommodate your exhibit. For example: **Exhibitors with 10' X 12' tent MUST rent TWO booths. Also please realize that a tent/canopy larger than 12' X 12' will not fit in one space.**

FOOD BOOTHS will be 12' X 16'. Last year we had to remove 2 tents after they were set up due to this so please plan accordingly. **Confirmation for booth spaces will be sent out by the first week of July.**

Commercial and Information booths (including nonprofit groups not selling crafts) are limited.

When commercial spaces are full, no more will be available. We will be placing church and civic groups providing ice water and other services throughout the entire Festival area, as we feel these are necessary for the well being of all Festival attendees.

We will again offer table-sized spaces for authors and those selling local books and periodicals. For Example: Groups with Cookbooks, area historical information, individual authors, and book signings. We plan to have authors from all the greater East Tennessee area. The book/literature spaces will be located in a covered area near the Art Show. Spaces will be rented a 6 foot table-sized space and individual tents WILL NOT BE NEEDED. These spaces are limited and subject to committee approval. Please contact the art show for more information.

OUR RULES AND REGULATIONS - Please read thoroughly.

1. NO drugs or alcohol are permitted at the Festival.
2. NO bikes, scooters, skateboards, or roller skates.
3. Setup begins Friday, July 24th from 8:00am-12:00 noon. Saturday morning from 7:00am to 8:30am. ALL VEHICLES must be removed from the Festival area by 12:00 noon on Friday and by 8:30 am on Saturday. If you need to set up before Friday, contact the Festival Chairman. **We will have security for the Festival from Thursday night through Sunday.**
4. You are responsible for all taxes and fees you are required by law to collect.
5. You are expected to keep the area around your booth clean and litter free.
6. You are expected to keep a lookout for anyone in distress or need of help, especially if the temperature is as high as it has been in past years. Qualified Medical Care will be on hand.
7. **No** portable generators or other noisemakers will be allowed in the Festival without permission of the Festival Committee.
8. The Festival is a 2-day event (Saturday and Sunday– Friday is optional) and ALL vendors and demonstrators are expected to remain for both days and during specified times barring tornadoes, flash flooding, major weather problems, or a medical emergency. If you can not be open during the required times please do not submit an application as we have to turn applicants away each year that can be open.
9. We will provide a piece of ground for your display. YOU must provide your own tent/canopy, chairs, etc. We are asking that all vendors decorate their booth in the theme of the Tomato Festival. It will be hot and there is always the chance of an evening heat shower. Be prepared. Bring sunscreen. If you need help in assessing your needs, please feel free to contact the booth chairman.
10. We have restroom facilities when the Festival is open, but due to school regulations, cannot provide these services overnight. There will be port-a-toilets available. If you have self-contained camper, check with us if you wish to camp out. You must have written permission to camp out. We can provide a list of campgrounds and motels in the area if needed.
11. Parking will be assigned upon arrival.
12. Regular booth spaces are 12 ft x 12 ft. Your tent/canopy must fit within your space

- allotment. Reserve accordingly!!!!
13. **No electricity is available in craft and commercial areas. Electricity is available only in food booths.**
 14. All booths must be claimed prior to 8:00am Saturday, July 26th. Unclaimed booths will be available for rent by the Festival and deposit will be forfeited by the absent exhibitor. **Any cancellations must be made FOUR WEEKS prior to the Festival to receive full refund.** Any cancellation after July 1st are NOT guaranteed a refund.
 15. The Festival is an OUTDOOR show. Vendors, prepare accordingly; extreme heat, wind, rain & other inclement weather conditions are possible.
 16. The Festival including, but not limited to those associated with the Festival, are not responsible for any injury, damages or losses, incurred before, during, and after the events.
 17. All exhibitors must check in with the Booth Chairman PRIOR to setup. A Festival official will direct you to your space if needed.
 18. We wish everyone a successful show. Please remember to show respect to others.
 19. **ONLY THE RUTLEDGE LIONS CLUB HAS THE RIGHT TO USE THE GRAINGER COUNTY TOMATO FESTIVAL LOGO ON T-SHIRTS. NO OTHER SHIRTS WITH THE LOGO CAN BE SOLD.**

IF you have special needs or wish to setup beside someone in particular, **please make note on your application form!**

The Grainger County Tomato Festival Committee **reserves the right to remove** items from any display which it deems to be inappropriate or in conflict with the vendor rules as stated.

PLEASE NOTE: Everyone will check in with the Booth Chairman upon arrival to the Festival prior to setup. If you have any questions about BOOTH & SETUP or the Festival in general, you are welcome to contact us:

BOOTH QUESTIONS: Arthur Lewis, Food RT3FROG@aol.com (food)
Wendy Leedy, Crafts, drawnbywendy@gmail.com
Kathie Self, Commercial, kself@charter.net
John Beckwith, Art Show windspinner@frontiernet.net

We look forward to seeing you at this year's Tomato Festival.

John Beckwith, Chairman, email: windspinner@frontiernet.net