

# 2011 OLD TIMERS FESTIVAL

## SPONSORS AND VENDORS INFORMATION AND GUIDELINES

### OLD TIMERS FESTIVAL

- The Festival is a 3-day event, Sept 16-18, 2011. Thousands of visitors are expected that weekend which will highlight a carnival, crafts, parade, concerts, entertainment, great food, and an Old Time Gospel Homecoming. Crafters and vendors from across the state will exhibit and sell their products on Saturday, September 17<sup>th</sup> from 11:00 a.m. – 6:00 p.m. and Sunday, September 18<sup>th</sup> from 10:00-5:00 p.m.

### POLICIES FOR ALL BOOTH SPACES

- Items located in your booth **must** be consistent with those listed on your application. You may sell only those items that you have listed and been approved by the committee on your application. Any misrepresentation of booth items can result in expulsion from the show without a refund. We also reserve the right to deny your participation in future shows.
- There will be **no requests taken for specific booth locations**. If you have a “special need”, we will take that into consideration. The park has been restructured, thus the Old Timers Festival layout is not the same as in past years. Special needs requests of those accepted into the show will be considered based on the date the application was received in our office.
- Exhibitors **shall not** begin booth breakdown until 6:00pm Saturday. Exhibitors who leave before the end of the festival may be prohibited from participating in future festivals.
- Exhibitors shall be present for the entire day Saturday, September 17<sup>th</sup> and Sunday, September 18<sup>th</sup>, 2011.
- No representative or subletting of booth space is allowed.
- Sponsor booth spaces are 10' x 12'.
- Arts and Craft booth spaces are 10' x 12'.
- Food Vendor spaces are 10' x 15'.
- **No** megaphones or microphones are to be used in festival area.
- **No Alcohol is allowed.**
- **No distribution of food, drinks, or water is allowed by sponsors, advertisers or craft vendors.**

### BOOTH LOCATION

- There will be no requests taken for specific booth locations. If you have a “special need,” we will take that into consideration. The park has been restructured, thus the Old Timers Festival layout is not the same as in past years. Special needs requests of those accepted into the show will be considered based on the date the application was received in our office.
- Exhibitors will **not** be allowed to change booth locations unless deemed necessary by our staff. Placement is at the sole discretion of the festival committee.
- Exhibitors **must stay** within their designated booth area at all times and shall not encroach into neighboring booths or into the walkway area. Exhibitors may not hand-out any information other than in their designated booth.

### BOOTH SET-UP AND EXHIBITOR PARKING

- Advance booth set-up may be completed on Friday between 9:00am to 6:00pm. The vendor area will close at **6:00pm**.
- Exhibitors **MUST** check-in at the Information Tent prior to set-up and unloading.
- Park will be open on **Saturday, 7:00am – 10:00am**; to vehicle traffic for set-up. **No vehicle traffic will be allowed in the Exhibitor Area on Saturday 10:00am-6:00pm.**
- **ONLY One vehicle per booth will be permitted into the Festival area for unloading on Friday and Saturday. Each Exhibitor will be given one “Vendor Parking Lot” pass**, which should be displayed in the driver’s side dash. This pass will allow you into the Exhibitor unloading area.
- Vehicle tag #'s will be recorded at the vendor gate entrances. Vehicles left in the festival area after the designated times will be subject to towing at owner’s expense if owner cannot be located.
- Exhibitors must unload their vehicles and move to the designated parking area by **10:00am on Saturday**.
- Please make sure your booth is set-up 30 minutes prior to the festival opening time.
- Exhibitors must provide their own tent, display equipment, tables, chairs and any other booth materials. Exhibitor is responsible for setting up, dismantling and cleaning their booth area at the end of the show.
- Tents should be properly weighted to withstand weather conditions.

### **BOOTH BREAKDOWN**

- **Exhibitors shall not begin booth breakdown until 6:00pm Saturday and 5:00pm on Sunday.** Exhibitors who leave before the end of the festival may be prohibited from participating in future festivals.
- Vehicles will not be allowed to enter the festival area until all pedestrian traffic has safely exited. The staff will expedite this process.

### **GENERATORS**

- No generators are allowed.

### **SECURITY AND INSURANCE**

Old Timers Festival will provide security Friday and Saturday nights as well as during the festival. However, we will not guarantee against loss or damage of any kind. The exhibitor understands that neither the Old Timers Festival nor the City of La Vergne maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. It is advised to keep all tents locked down and any valuables should not be left overnight.

### **CANCELLATIONS/REFUNDS**

- Cancellations must be made in writing or via email and will be assessed a \$10 Administration Fee.
- **NO REFUNDS WILL BE GIVEN AFTER Aug 1<sup>st</sup>**
- This is a "rain or shine" festival, however the Old Timers Festival Committee reserves the right to cancel in the event of extreme weather conditions. No rain date or refunds will be given for any weather situation.

### **INTERPRETATION AND VIOLATION**

Any points not covered above or elsewhere are subject to settlement by the Old Timers Festival management. Any violation of these rules and regulations by any exhibitor may void the agreement for booth space and such exhibitor could forfeit all moneys that have been paid. Old Timers Festival reserves the right to terminate the agreement for booth space. Written notice by the Old Timers Festival to terminate the agreement for booth space is not required.