

# SHELBY FOREST SPRING FESTIVAL

**APRIL 25th, 2026**

## VENDOR APPLICATION

Please complete and sign the application below and return it with your application fee.

**DEADLINE for entry is March 1st, 2026 UNLESS ALL SPACES SELL OUT FIRST.** Once accepted, **ALL APPLICATION FEES ARE ABSOLUTELY NON-REFUNDABLE. IF SFSF IS CANCELLED BECAUSE OF INCLEMENT WEATHER, A REFUND WILL BE ISSUED WITHIN 2 WEEKS AFTER FEST DATE.** You will be emailed once your application is accepted. Spaces are first come first served!

Please reserve a booth space(s) for me in the 2026 Shelby Forest Spring Festival Vendors Area. Enclosed is my payment in full. **(PLEASE MAKE CHECKS PAYABLE TO: ITRE) PLEASE EMAIL [jenniferitre@gmail.com](mailto:jenniferitre@gmail.com) when you mail the check since the Postal Service is not always reliable!**

Vendor's Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_I want a 10x10 space @ \$65 in the field area of the venue; \_\_\_I want a 20x10 space @ \$100; \_\_\_I want a 30x10 space @\$150

\_\_\_I want a 10x10 space @ \$75 at the area of the front entrance gate; \_\_\_I want a 20x10 space @ \$110; \_\_\_I want a 30x10 space @\$150

\_\_\_I will need \*electricity\* @ \$15 (ELECTRICITY IS FOR BASIC USAGE, NO HEATERS, KETTLES, REFRIGERATORS, ETC.) I want \_\_\_\_ extra adult badges @ \$5 each (up to 4) (see second page)

**CHECK AMOUNT TOTAL: \$ \_\_\_\_\_**

Description of items to be sold \_\_\_\_\_

Have you been a vendor with us before? \_\_\_Yes \_\_\_No

**\*The undersigned applicant certifies that helshe has read, understands and accepts the terms of the SFSF Vendor Application & Agreement (SEE PAGE 2).\***

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**For more information and to lock in your space today, contact Jennifer Wade**

**[jenniferitre@gmail.com](mailto:jenniferitre@gmail.com)**

# **\*PLEASE KEEP THIS PAGE FOR VENDOR INSTRUCTIONS\***

## **TERMS OF THE SFSF VENDOR APPLICATION & AGREEMENT**

The 15<sup>th</sup> Annual Shelby Forest Spring Festival will be held April 25<sup>th</sup>, 2026 at the old UA Moore Ballpark in Meeman Shelby Forest. The park is located about 1.5 miles past the Shelby Forest General Store and E.E. Jeter Elementary School at 7097 Benjestown Rd. Millington, TN 38053. The festival will run from 10AM – 5PM.

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**WIFI:** We are excited to say that we are up and running on our WIFI due to the purchasing of Starlink and our past two festivals the service has been excellent. However, **WE ASK ALL VENDORS TO BRING CASH IN CASE OF ISSUES WITH WIFI USAGE.**

**Your space:** A 10x10, 20x10, or 30x10 will be set aside for your booth area based on what you checked on your application. If you need more than 30ft please contact us for special pricing. Vendors will also have to provide a 100ft outdoor extension cord if electricity is being purchased. All vendors are responsible for their booth area. All materials and refuse shall be removed by the vendor at the conclusion of the festival. Vendors will provide their own tents, tables, chairs, etc. for their display. **SFSF PERSONNEL RESERVES THE RIGHT TO REQUEST THE REMOVAL OF ANY OBJECTIONAL ITEMS FROM THE VENDOR'S BOOTH.** Vendors **MAY NOT SELL CANNED OR BOTTLED DRINKS** from their tents unless you are certified as a concessions vendor by SFSF personnel. **Each vendor will receive up to (2 ADULT) badges at check in. Children you bring 12 and under are free. Additional ADULT Badges may be purchased @ \$5 each and only up to 4.**

**Set Up:** When you first arrive, you will be guided toward the vendor check in booth. This is where you will receive your badges and a SFSF team member will guide you to your predetermined space. **VENDORS MAY START SETTING UP THEIR BOOTH AREA AT 7:00AM AND ALL SET UP MUST BE COMPLETED BY NO LATER THAN 9:30AM. \*\*NO VENDOR WILL BE ADMITTED LATE TO SET UP AFTER 9:30 AM. NO EXCEPTIONS DUE TO INSURANCE LIABILITY\*\*** Due to the limited width of the paved path, excessively wide vehicles may be refused access to the park in the event of wet grounds. Festival personnel will assist unloading under such circumstances.

**SFSF Services:** SFSF will provide city-wide and regional advertising for this event. SFSF will also provide security for the festival on Saturday. **However, SFSF PERSONNEL ARE NOT RESPONSIBLE FOR DAMAGE OR LOSS TO YOUR PERSONS, PERSONAL BELONGINGS, ARTICLES THAT YOU HAVE TO SELL OR EQUIPMENT NECESSARY FOR YOUR PARTICIPATION.** If you have any problems or concerns during the festival, please locate SFSF Staff or Security Personnel and we will be happy to help get you back on track!

Thank you for participating in the Shelby Forest Spring Festival! We look forward to serving you!

**Questions? Contact**

**Jennifer Wade / jenniferitre@gmail.com**

**Please mail application and checks made out to ITRE to: 8030 Nelson Rd. Millington, TN 38053 THIS IS A MAIL ONLY ADDRESS. PLEASE DO NOT DROP OFF PAYMENTS.**

**PAYING BY CREDIT CARD (THERE WILL BE A CHARGE OF \$4.00 FOR ALL CREDIT CARD TRANSACTIONS)** Please email jenniferitre@gmail.com with a copy of your completed application and request a Square invoice be emailed to you. Once you receive the email from Square, you should be able to pay with your credit card through the invoice. PLEASE GIVE INVOICE REQUESTS ABOUT 3 DAYS TO BE GENERATED AND CHECK YOUR SPAM FOLDER.

