

12TH ANNUAL SHELBY FOREST SPRING FEST

APRIL 13, 2024

VENDOR APPLICATION

THIS IS NOT A FOOD/CONCESSIONS APPLICATION!

Please email katie.itre@gmail.com for Food Application instructions

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

DEADLINE for entry is March 25th, 2024 UNLESS ALL SPACES SELL OUT FIRST. Once accepted, **ALL APPLICATION FEES ARE ABSOLUTELY NON-REFUNDABLE. IF FEST 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 2024 Shelby Forest Spring Fest Vendors Area.

Enclosed is my payment in full. **(PLEASE MAKE CHECKS PAYABLE TO: ITRE) PLEASE EMAIL katie.itre@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; I want a 20x10 space @ \$100; I want a 30x10 space @\$150

I will need *electricity* @ \$15 (ELECTRICITY IS FOR BASIC USAGE, NO HEATERS, KETTLES, REFRIGERATORS, ETC.)

CHECK AMOUNT TOTAL: \$ _____

Description of items to be sold _____

Have you been a vendor with us before? Yes No

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

Signature _____ Date _____

Please mail application and checks made out to ITRE to: SFSF 6477 Tarus Dr. Bartlett, TN 38135 **THIS IS A MAIL ONLY ADDRESS. PLEASE DO NOT DROP OFF PAYMENTS.**

For more information and to lock in your space today, contact Katie/ katie.itre@gmail.com

PAYING BY CREDIT CARD (THERE WILL BE A CHARGE OF \$4.00 FOR ALL CREDIT CARD TRANSACTIONS)

Please email katie.itre@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. **OUR COMPANY NAME IS ITRE.**

PLEASE KEEP THIS PAGE FOR VENDOR INSTRUCTIONS

TERMS OF THE SFSF VENDOR APPLICATION & AGREEMENT

The 12th Annual Shelby Forest Spring Fest will be held April 13, 2024 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.

WIFI: A new fiber optic system is supposed to be installed in the coming months to improve the WIFI at the field. However, please bring a backup solution to taking cards in case of wifi disruption. We are inside a State Park!

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 (4) badges at check in.

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 7AM AND ALL SET UP MUST BE COMPLETED BY NO LATER THAN 9:45AM. ****NO VENDOR WILL BE ADMITTED LATE TO SET UP AFTER 9:15 AM. NO EXCEPTIONS****** 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.

Parking: There will be special designated parking set aside for vendors in the parking lot. Due to space limitations, **NO VENDOR VEHICLES OR TRAILERS MAY BE PARKED BY YOUR SPACE(S). ALL VEHICLES AND TRAILERS MUST BE MOVED TO THE DESIGNATED PARKING AREA NO LATER THAN 9:45AM.**

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 Fest! We look forward to serving you!

Questions? Contact

katie.itre@gmail.com