

**Southern Tennessee Ladies' Society Scholarship Foundation
2019 Holiday Market
Booth Rental Agreement**

Dates: Friday, November 1, from 9:00 a.m. to 6:00 p.m. and Saturday, November 2, from 9:00 am to 3:00 pm at the Franklin County Annex Building (839 Dinah Shore Blvd. Winchester, TN). This Holiday Market is no longer a **juried** event, but we would still like a photo(s) from new vendors to assure that the show has a variety of products and to avoid duplicate items. STLS reserves the right to accept or reject vendors based on products being offered and vendors with similar products. STLS is not accepting book-type party vendors like Tupperware/Avon, commercial vendors or Non-arts & crafts/ Non-boutique type products.

Vendor Name _____

Vendor Address _____

Vendor Phone # _____ **email address*** _____
(*REQUIRED) (*REQUIRED)

Detailed description of items you will be selling and attach a photo(s) of your current work or provide website/Facebook address if it shows images of your work:

Booth Size: Enter Quantity of booths

DISCOUNT: Take \$ 5 off per booth is more than 1 booth reserved (ie. 3-8x6= \$ 165-\$15 discount = \$150

10' x 10' _____ (\$ 80) 8' x 10' _____ (\$ 75) 8' x 6' _____ (\$ 55) 8' x 5'- no electric _____ (\$50)
(booth #: 44/50/51/52) WITH ELECTRIC (booth #: 1/2/13/36/37/38/40/41)

Do you need electricity for your booth display? Yes / No

1st Choice: _____ **2nd Choice:** _____ **3rd Choice:** _____

**STLS will make every effort to honor your booth selection based upon availability
but reserves the right to relocate as necessary

Booth Set-Up Times are Thursday, October 31, 1:00 pm to 6:00 pm OR Friday, November 1, 7:00 am to 8:30 am

TOTAL DUE _____ **Payment Must Be Submitted With Application ***Sorry, No Refunds.**

***BOOTH RESERVATION WILL BE CONFIRMED BY STLS CHAIR VIA AN EMAIL (OR MAIL) AND MAY BE SUBJECT TO CHANGE BASED UPON FINAL LAYOUT CONFIGURATION**

Sandi Mackey _____
STLS Holiday Market Chair

Vendor Signature

Date

Date

Make Checks Payable to: STLS Scholarship Foundation

**Mail to: STLS Scholarship Foundation/ATTN: HOLIDAY MARKET
P.O. Box 601
Winchester, TN 37398**

Questions?? Please call or email Sandi at 570-656-6118 (8am-6pm Mon-Sat) or Email: stlsholidaymarket@gmail.com

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Thank you for supporting the Southern Tennessee Ladies' Society 2019 Holiday Market. The STLS will continue to make this an exciting shopping event for our community and our vendors. With increased social media exposure and the success of previous shows, we expect to increase attendance once again and sell out all booth spaces.

New for 2019: Extended show hours on Friday; a few minor changes to layout, including increased booth sizes in long hall (extended to 8' x 6'); nearly all booths have electricity (with extension cords) and STLS will provide floating volunteers to give vendors a break for food/bathroom/shopping.

DETAILS

Show Hours: Friday, November 1, 9:00 am to 6:00 pm and Saturday, November 2, 9:00 am to 3:00 pm

Set Up Times: Thursday, October 31, from 1:00 pm to 6:00 pm or Friday, November 1, from 7:00 am to 8:30 am

Booth sizes and prices (See Diagrams) **All Vendors are to keep display material and chairs within booth space, not in aisle
10' x 10' Cost: \$80 (Booth #: 3/32/33/34/42/43/45/47/48/49) ** Note-10'x14' corner booth# 46 is \$ 130
8' x 10' Cost: \$75 (Booth #: 44/50/51/52/). Note: the only 8x10 with electricity is #44-all same price of \$ 75
8' x 6' Cost: \$55. **Includes booth #39 (12'x4'). Side to side is 8'; depth is 6' which includes space for chairs/access
8' x 5' or 6' Non Electric Cost: \$ 50 (Booth #: 1/2/13/36/37/38/40/41)

Wi-Fi (unsecured) will be available in the building

Advertising: local radio, newspaper ads, road signage, Facebook/social media, festival websites and banners. Promotion to our membership and local network begins August 1, 2019

STLS Food concessions: Breakfast casseroles, Soups, Chili, Hot-dogs, Baked Goods, Coffee, Beverages. *No other "Point of Sale/Immediate consumption" food items are allowed by vendors, except gift items, boxed cookies; jams; spice mixes, etc.*

Vendor agreement:

Signed Booth Rental Agreement along with Payment of Booth Fee (*\$ 25 fee on checks returned for insufficient payment)

Each vendor will accept payment on his own terms; sales tax in Franklin County is 9.25%

Vendor's booths must be open and staffed during all show hours. No single day exhibits or early breakdowns.

No consumption of alcohol on premises; smoking in designated areas only.

Vendors will furnish their own tables, chairs, shelves, racks or other display equipment. Tape is not permitted on walls or floors, only removable command hooks are permissible on walls.

Provide extension Cords as needed (* Cords may NOT CROSS HALLWAYS or WALKWAYS)

Matting/floor covering to protect waxed floors (if necessary)

Vendors are encouraged to park away from Main Entrances during SHOW HOURS to allow for easy parking for Shoppers.

All vendors must check in to receive assigned space.

The Franklin County Annex Building will be locked overnight on Friday but there will be no on-site security. Each vendor accepts responsibility for the safety/security of their own display material. STLS and/or Franklin County Annex will not be held liable for damage, theft, or loss of vendor's display material or personal property. The above named shall not be held liable for failure to produce or continue the show if such failure is brought about by causes beyond our control. Your signature on the entry form indicates an agreement to hereby and forever discharge the above named for such matters of action, suits, damages, claims and demands whatsoever in law or equity from loss or damage to the signers' property while involved in the Holiday Market.

Vendor Signature

Date

Please call or email us with any questions or concerns you may have. We are happy to help in any way possible to make this a successful venture for you. Thank you for your participation and support!

Sandi Mackey, STLS Holiday Market Chair

570-656-6118

stlsholidaymarket@gmail.com www.SouthernTNLadies.com