

Assigned spaces	
No. of spaces	Alpha
Note	

Vendor Registration Form and Agreement

2019 HISTORIC BLOUNTVILLE HERITAGE FESTIVAL	
Flea Market, Crafts and Arts, Car Show, Bouncies and Music!	
Event runs from 9 AM to 4 PM on Sat., Sept. 14, 2019, and is rain or shine. Spaces are \$15 for 12' x 12'. Vendors may begin setup after 6 PM on Friday with setup to be completed no later than 8:30 AM on Saturday. In order to prevent traffic jams and/or pedestrian accidents, vehicles are allowed no more than 15 minutes on the street before 8 AM. Food vendors must provide all food and heating equipment. All food carts will be subject to inspection by the local health department, and must provide permit for approval.	
INDIVIDUAL (Please print)	
Your Name	
Business name (if applicable)	
Street address	
City, State, Zip	
Phone no. (include area code)	
Email (please print)	
BUSINESSES, CHURCHES, & NON-PROFIT ORGANIZATIONS	
Name of Business, Church or Organization	
Business State Sales Tax No. (if applicable)	
Business start date in Sullivan County	
Are you a Sullivan County resident?	
Do you gross more than \$3,000 annually in this business?	
Non-profit Tax ID no. (include copy of certificate)	
BOOTH SELECTION	
Booths are 12' x 12' and are rented on a first come, first served basis. Vendor spaces must be kept neat and attractive, and tables must be completely draped to the ground with all boxes hidden from view. Please note that no boxes or plastic tubs will be allowed on the ground, and all items must be placed on tables. Clothes must be neatly hung on hangers. Vendors in violation of the rules may be asked to leave. Churches and non-profit groups are allowed 1 to 2 free spaces with the provision that the spaces may not include items sold for individual profit. Event is rain or shine, and all vendor fees are non-refundable.	
If you would like to be located beside another vendor, please list their name in the box at right. We do not guarantee this, but we will try to accommodate if possible. PLEASE DO NOT REQUEST SPECIFIC LOCATIONS.	
PAYMENT INFO	
Number of Vendor Spaces	Amt. included (\$15 per space)
Detailed description of what you are selling (Food Vendors must attach menu.)	
Payment by cash or check payable to Sullivan County Trustee. Mail this Registration Form and payment to SCDAT, P.O. Box 3179, Blountville, TN 37617. The event is rain or shine. Refunds are not available.	

Please sign and date Vendor Agreement on next page.

Vendor Registration Form and Agreement

I hereby agree that, having sought permission to participate in the annual Historic Blountville Heritage Festival (hereinafter referred to as "Heritage Festival") (a part of county government for the County of Sullivan, state of Tennessee) (hereinafter "Sullivan County"), and in consideration of being allowed to so participate, do hereby understand and agree as follows:

1. I fully understand that Sullivan County expects high standards of moral and ethical behavior, and I agree to strictly adhere to such standards and to see to it that my helpers (if any) adhere to such standards.
2. I fully understand and agree that I am voluntarily participating in the Heritage Festival, and that no employee/employer relationship exists or will exist between myself and Sullivan County nor between my helpers (if any) and Sullivan County.
3. I fully understand and agree that at its sole discretion and at any time Sullivan County may for any reason or for no reason end and terminate my permission to participate in such Heritage Festival, and I will upon receiving notice of such termination withdraw in a timely and orderly fashion my participation in such Heritage Festival.
4. I agree that I and my helpers (if any) will not attempt to perform any services at such Heritage Festival which we are not fully qualified, licensed, and capable to perform both physically and according to our training and education.
5. I fully understand that Sullivan County does not screen any participants, vendors, customers or visitors in such Heritage Festival, and I fully understand and agree that I proceed at my own risk and assume all risks involved or associated with such Heritage Festival; and I also agree that I proceed at my own risk and do assume all risks involved or associated with the goods I sale or give away, the services I provide, the assistance I give, and/or the work I perform.
6. I agree to accept full personal responsibility for the consequences of all my action and/or inaction associated with such Heritage Festival as well as the actions or inaction of my helpers (if any). I fully understand and do hereby release, discharge and agree to indemnify and hold harmless Sullivan County, its employees, representatives, agents and volunteers, against any and all liability and loss for damages suffered by me, my helpers, and/or any third party, including property damage, personal injury and/or illness, which are caused by or in any way related to or arising out of my action or inaction, or the action or inaction of my helpers (if any) as a participant in such Heritage Festival.
7. I hereby represent to Sullivan County that I currently have liability insurance coverage on myself and on the business as named above; and I agree to maintain such insurance while participating in such Heritage Festival. I agree to notify Sullivan County immediately and to cease participation in such Heritage Festival should such liability insurance coverage be cancelled or lapse.

Signature

Date

Vendor Guidelines

GENERAL INFORMATION

Thank you for participating in our 2019 Historic Blountville Heritage Festival. The event is rain-or-shine and will be held from 9 AM to 4 PM, on Sat., Sept. 14, 2019. Each vendor space is \$15 (is non-refundable). **VEHICLES ARE ALLOWED ON THE STREET NO MORE THAN 15 MINUTES FOR UNLOADING. THIS WILL BE STRICTLY ENFORCED TO AVOID TRAFFIC JAMS AND FOR THE SAFETY OF EVERYONE.**

Schedule

FRIDAY, SEPT. 13

- 5:00 PM to 7:00 PM – Vendor space no. assignments given out at Dept. of Archives and Tourism. (These may also be retrieved at 7 AM on Saturday.)

SATURDAY, SEPT. 14

- 7:00 AM – Official setup time begins. **Vehicles allowed on street for 15 min. maximum to help prevent traffic jams and pedestrian accidents.** Please note that vendors may set up as early as Friday evening or earlier on Saturday morning, but vendors are fully responsible for safety of their items.
- 8:00 AM – No vehicles will be allowed on the street after 8 AM
- 8:30 AM – Vendor setup must be completed before 8:30 AM for inspection.
- 9:00 AM – Heritage Festival opens to public (No presales to be fair to fellow vendors)
- 4:00 PM – Heritage Festival closes (Vendors to ensure spaces are free of debris.)

REGISTRATION

Early registration is required by Sept. 5 by mailing fee, Vendor Application, and Vendor Agreement forms to Sullivan County Department of Archives and Tourism

SCDAT, P.O. Box 3179, Blountville, TN 37617. Checks should be made payable to Sullivan County Trustee.

Spaces are assigned on a first-come, first-serve basis.

VENDOR SPACES

Vendor spaces are 12' x 12'. Vendors must provide their own tables and table coverings. All tables must be draped completely to the ground. Churches/non-profit group spaces are free (See stipulations below). Vendor Fees are non-refundable. **Event is rain or shine, and all registered vendors are required to participate even if raining. The only exception would be in the event of thunder and lightning.** Your space numbers/locations will be available from 5 pm to 7 pm on Friday, and beginning at 7 am on Saturday. Vendors are required to keep spaces and table spaces neat and clean and as attractive as possible, with **all tables draped to the ground. Empty boxes must be hidden from view.** All items must be placed on tables or racks with the exception of furniture or extremely large household items. Please do not place sale items, chairs, tables, or boxes on sidewalks. **All clothing must be placed on hangers and not on tables.** Vendors in violation of guidelines may be asked to leave.

Vendor Guidelines

REGISTRATION PERMITS

Each vendor or table will be required to have an official registration permit issued from the Department of Archives and Tourism. Vendors may pick up their registration permits from 5 pm to 7 pm on Friday or from 7 am to 8 am on Saturday.

CHURCHES AND NON-PROFIT GROUPS

Churches and non-profit groups who wish to participate will not be charged a vendor fee only if proceeds will be donated solely to the church or non-profit group. Personal items for sale may not be included in these spaces, and all individuals with personal items for sale shall be required to pay a vendor fee. A non-profit tax I.D. no and form will be required.

EMERGENCY ISSUES

If a medical emergency arises during the event, please call 911.

UNLOADING TIME LIMIT

The street can become highly congested during setup time. **There is a 15-minute time-frame for your vehicle to be on the street for unloading your items, and no vehicles are allowed on the street after 8 AM.** Simply drop your items off, then park your vehicle, and return to arrange the items within your space. Remember, the sooner you get your car off the street, the less likely you will become involved in a traffic jam!

WHO IS REQUIRED TO HAVE A BUSINESS LICENSE?

- Businesses grossing less than \$3,000 annually, both in-state and out-of-state, are exempt from purchasing a merchant license.
- Businesses grossing more than \$3,000 annually must have a business license. The cost of the license is shown below, and you may apply for a business license by calling the Sullivan County Clerk at (423) 323-6436.
- TN Residents – Business license is \$15
- Out-of-State Residents – Business license is \$57

For questions on business licenses, please visit the Sullivan County Clerk's office.

THANK YOU FOR PARTICIPATING IN THE 2019
HISTORIC BLOUNTVILLE HERITAGE FESTIVAL