

# Kilgore Station Bluegrass Festival

## Vendor Application

Booth Name: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address : \_\_\_\_\_

Email: \_\_\_\_\_

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

Merchandise Description:

---

---

---

---

Booth Fees:

Food Vendor            \$50.00 10' X 20' space

Merchant                \$50.00 10"x10" space

I have read & agree to abide by the "Merchant Regulations".

Payment must accompany applications to reserve booth space. Payments after 5/10/23 must be cash or money order.

I agree to indemnify and hold harmless Festival, Cross Plains Community Chamber (and its Members) and the City of Cross Plains for any loss, theft or damage to goods or personal property within the area of the booth leased by Merchant/Food Vendor, and likewise for any personal injuries which might be sustained by vendor, their agents, servants or employees, or any customers within the area of the booth space leased. Vendor expressly agrees to be responsible for the security at his booth and to keep area within the booth free of any debris, obstruction or other hazard that may result in injury to the public.

I agree to allow Festival to publish any photos of my booth for publicity purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return application:

By mail: Cross Plains City Hall, 7622 Hwy 25, Cross Plains, TN 37049  
Drop off at Cross Plains City Hall (Municipal Building)

## Merchant Regulations

### General:

1. Applications must be submitted to Chamber Merchant Committee ( Committee ).
2. Festival setup begins at noon on Friday. Vehicles must be removed by 4pm. Saturday setup begins at 6am. Vehicles must be removed by 8:30 am. No vehicles may enter or leave until end of day's events. Early departure from Festival may result in non-acceptance in future events.
3. At time of application, Merchant/Food Vendor must disclose a detailed description of items to be sold at festival. Acceptance into Festival will be determined by type of product. Efforts will be made to have a variety of merchandise available and minimizing duplications. However, no merchant will be authorized to be sole provider of any product, food or merchandise. Preference will be given to returning Merchant/Food Vendor in good standing. No variations of merchandise listed in application can be made without written permission from the committee prior to the event. No variances will be granted the week of event. Unapproved items will be required to be removed from the booth.
4. At time of application, Merchant/Food Vendor must disclose any specific physical requirements of the booth or the use of any equipment, example – generators, fans, speakers, etc. Festival will **not** provide water, electricity or trash collection for the booth.
5. Merchant/Food Vendor may not assign, loan or sublease booth to another person or entity without prior approval of the Committee.
6. Acceptance and placement of booth will be determined by the Committee based upon type of merchandise and physical requirements of the booth. Booth location requests may be granted or denied by the Committee.
7. All Merchant/Food Vendors must stay within the boundaries of their booth. All booths shall clearly identify the Merchant/Food Vendor ( signage, clothing, etc.).
8. Any Merchant/Food Vendor caught stealing, using alcohol/drugs or conducting business in an unprofessional manner will be reported to local law enforcement. They will not be allowed at future festivals.
9. Only approved Food Vending Merchants will be allowed to sell food or beverage products. No booth will be allowed to “give away” food or beverage products. Food Vendors are responsible for having knowledge of and meeting all regulatory requirements. All Food Vendors & Merchants are to abide by all regulations, laws, etc. If any regulatory agent rejects a Food Vendor or Merchant's ability to participate, the booth fee is **not** refundable.

10. 100% of booth fee will be refunded if cancellation is received in writing 30 days before festival. No refunds will be given with less than 30 days of notification.

11. Merchant/Food Vendor will be responsible for maintaining cleanliness of their booth. Trash is to be removed by the Merchant/Food Vendor at close of the Festival.

Return applications to :       Cross Plains City Hall  
                                          7622 Hwy 25  
                                          Cross Plains, TN 37049

You may drop off application at City Hall (Municipal Hall) in Cross Plains.

For more information, you may call Cross Plains City Hall at 615-654-2555