



## Covered Bridge Days – Rules and Regulations

September 20-22, 2024

Thank you for joining us as a vendor for the 2024 Covered Bridge Days! The following rules and regulations will provide you with much of the necessary event information. Please read them carefully.

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### Vendor Types and Rates

**Arts & Crafts:** All items must be handcrafted and original works of the vendor. **Rate is \$125**

**Marketplace:** Vendor whose primary business is catalog, independent, or home-based sales such as but not limited to; Avon, Pampered Chef, Mary Kay, or LuLaRoe. **Rate is \$220**

**Corporate:** A limited number of commercial spaces are available. Printed materials or literature should describe the company's products or services. **Rate is \$350**

**Non-Profit:** All items must be handmade or original to the organization. Printed materials or literature should describe services provided to the community. A non-profit designation is required. **Rate is \$50**

**No political or propaganda materials will be accepted.**

**Booths may NOT distribute any food (unless it's your art/craft) or beverages (exemption- free water). Free services, such as face painting, will not be allowed. If found, you will be asked to vacate the festival.**

### Check-In: Load In/Load Out

Load In for vendors will occur in stages on **Thursday, September 19th**. You will be contacted closer to the event dates with your exact arrival window.

Load Out will occur on **Sunday, September 22nd** at the close of the festival. No vendor may leave the festival area until the festival concludes.

### Booth Location

If you have a special request for your booth location, please indicate this on your application and efforts will be made to accommodate your request. No guarantees. Vendors will receive final location assignment and maps upon check-in.

The Covered Bridge Days Committee reserves the right to make modifications to the layout of the exhibit area if circumstances warrant, at its sole discretion. Vendors/Exhibitors must be confined to the space contracted and provided. Vendors/Exhibitor's space must not obstruct other exhibits or walk paths.

## **Character of Exhibit Area**

- All exhibits must be designed, constructed, and operated in good taste with the best interests of the Event & public safety.
- No depictions of sex, drugs, alcohol, or topics of a similar nature are permitted on products or booth decorations and you may be asked to remove such material at the discretion of the event host.
- Vendors/Exhibitors may not sublease any part of their space or participate in any third-party advertising or third-party promotions or display third-party signage at their booths at any time.
- Decorations may not be nailed, taped, tacked, or otherwise fastened to park infrastructure, trees, or city fixtures.
- Motorized vehicles of any type (forklifts, gas or electric carts, bicycles, scooters or generators) may NOT be used inside the Event Zone/venue area.
- Distribution of flyers, brochures, or any other advertising/marketing materials must be confined to the Vendors/Exhibitors booth space.

## **Electricity**

Standard electrical is offered to all Vendors/Exhibitors prior to admission at an additional charge. Spaces with electricity are limited and are on a first come first serve basis.

**Standard 110V - \$10.00 fee**

## **Taxes**

All Vendors/Exhibitors are solely responsible for paying their portion of the Tennessee Sales tax. Forms will be provided to Vendors/Exhibitors upon check-in to fill out.

## **Exhibit Cancellations**

Refunds and cancellations provided for extreme medical reasons only.

## **Liability**

The Vendor/Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save The Elizabethton Parks and Recreation Department and City of Elizabethton against any and all claims, losses and damages to persons or property and attorney's fees arising out of or caused by Vendor/Exhibitor installation, removal, maintenance, occupancy or use of exhibit space. In addition, the Vendor/Exhibitor acknowledges that The Elizabethton Parks and Recreation Department and City of Elizabethton do not maintain insurance coverage covering Vendor/Exhibitor property and it is sole responsibility of the Vendor/Exhibitor to obtain such insurance, including, if desired business interruption and property damage covering losses by the Vendor/Exhibitor. Responsibility of the security of Vendors/Exhibitors area, products and property rests solely with the Vendor/Exhibitor.

## **Weather**

Covered Bridge Days is a rain or shine event, please secure your exhibit area accordingly. The Vendor/Exhibitor agrees that in the acts of God, (i.e. high winds, extreme rains, flooding, etc.) that neither The Elizabethton Parks and Recreation Department nor City of Elizabethton shall be responsible for loss, damage, claims or losses of property or persons. It is the Events Management's sole and absolute discretion to order an evacuation of the Event, or to take necessary steps to protect public health and property in the event of an act of God, or the issuance of a severe weather warning for Elizabethton or by the National Weather Service. Refunds will not be provided. Vendors/exhibitors must remain at the festival until it concludes. Those who leave early will not be allowed to return to future festivals (churches are exempted if they leave prior to Sunday).