



Rules and Regulations

FEES

Rental of each crafters site is based on the space selection that you submitted. Subletting privileges of spaces will not be permitted except with permission of Upper Cumberland Events. Booth fees will increase after the initial discounted period. These fees will be listed on each specific event. Upper Cumberland Events reserves the right to set the discounted cut off date and fee rate. No refunds or credits will be issued. Food vendor sites do not include electricity, this is an additional fee for any electrical hook up for food vendors or other vendors. We do recommend a **QUIET** Generator be used, we can not guarantee the use of electrical hook ups. Please check with Upper Cumberland Events organizer for more information on Electrical hookups. We can take credit and debit cards for your booth fees. **Please note that you will only pay using the Upper Cumberland Events SECURED VENDOR PAYMENT LINK.** Please contact us at info@uppercumberlandevents.com or by phone at 931-774-7759 for more information.

SITE INFORMATION

You will be assigned a booth space per your application selection and confirmation of payment through our secure vendor payment link. Please note that any booth spaces outdoors are in a natural setting, many sites have rocks or trees and are not level. We realize this may be an inconvenience but we cannot disturb the natural setting. Please consider this when designing your exhibit layout.

Exhibitors must provide their own tables, chairs, & canopies. If using a canopy, it must fit within the exhibit space and ropes must not interfere with neighboring exhibitors. If your canopy measures more than the approved space you have been assigned (per your selection on the application) it may be necessary to reserve two sites. Funeral home canopies are prohibited. Please do not drive on any pavement or concrete. If you have an indoor space please note that you may not hang anything on the walls of the venue using anytype of tape, nails, screws, etc. that may damage the wall or paint. You may hand Items such as signs and pictures if you have a wall safe applicator such as wall putty or command strips/tape.

Each site is marked with your site number.

SET UP

We request ALL vendors (Crafters and Food) make arrangements to at least be checked in and have their trailers or canopies in place by Friday evening to eliminate any confusion concerning their sight or location (*Please see sign up link that will be sent via vendor group on facebook*). Signs will be posted at the Vendor Check in location, please check in with an event staff member. Please come to this vendor area and pick up your information packet. You may come in early Saturday to stock your booth. All vehicles must be out of the venue 45 mins prior to the event start time on Saturday mornings.

Saturday: Be on the grounds no later than 1 hour before the event start time (earlier if possible) to organize your materials and to allow time for parking. Unload your merchandise as quickly as possible and move your vehicle to the vendor parking area before arranging the exhibit. To avoid traffic congestion, only one (1) vehicle per booth site is allowed to unload at a time due to space constraints. We will submit a link to you via the Vendor Facebook Group for you to select a time slot to set up during the setup of the event. You the Vendor understand this is your allowed time to set up. If you miss your set up time you understand you will be pushed to the back of the set-up list. **NO VENDOR WILL SET UP WITHOUT A SET TIME SELECTED AND WILL ALSO NOT BE ALLOWED TO SET UP EARLY OR OUTSIDE THEIR ALLOWED TIME UNLESS MANAGEMENT ALLOWS.** If you have additional vehicles to unload, please unload one completely, and then remove it to the exhibitor parking area before bringing the next vehicle into the area.

****UNLOAD YOUR VEHICLE COMPLETELY AND REMOVE THE VEHICLE TO THE DESIGNATED PARKING AREA BEFORE ARRANGING YOUR EXHIBIT.**

GENERAL INFORMATION

WITH NO EXCEPTIONS vehicles will not be permitted to enter and must be clear of the exhibit area by 30 mins prior to event start time. This action is necessary to reduce congestion in the exhibit area.

Vehicles will not be allowed to enter the exhibit area until all visitors have left the venue and gate closing time has been announced by the event staff.

WITH NO EXCEPTIONS exhibits must remain in place until the close of the festival. **NO EARLY TEARDOWNS ARE PERMITTED.** Regardless of the weather the Festival will go on. You are expected to stay until it closes. Come prepared in case of bad weather.

Exhibitors are welcome to play music in their booth but you are prohibited from using amplifiers and speakers during the festival.

Demonstrating your craft is encouraged. It enhances the Festival atmosphere and increases your sales.

Kelly Judd Enterprises LLC d.b.a Upper Cumberland Events is not responsible for exhibits and/or merchandise.

Pets are welcome, but care must be taken to assure they are under supervision at all times. Pets must be confined by leash or in such a manner that they are not a nuisance to shoppers or neighboring exhibitors. Please clean up after your pet! These rules apply to ALL areas of the venue. **Bicycles, in-line skates, skateboards and any similar apparatus are prohibited within the venue and on access roads during the festival.** This is necessary for everyone's safety.

Upper Cumberland Events and its assigned representatives shall have the power to enforce the regulations established herein, and may from time to time, upon proper notice to the exhibitor, establish additional rules and regulations for the management and control of the Festival.

Kelly Judd Enterprises, LLC d.b.a Upper Cumberland Events is not liable for damages to your exhibits, nor is it liable for personal injury.

PARKING

Assigned vendor parking areas will be provided at check-in. Upper Cumberland Events will try to accommodate all vendors to have them close to the booth space location but please note that parking could be limited.

Limited Handicapped Parking is available for festival attendees and exhibitors in need of such services. Any vehicles occupying handicapped spaces and not displaying official handicapped signage will be towed at the owner's expense.

Vehicles blocking and festival entrance/exit or emergency exits are subject to removal from the festival site and owners will be responsible for the incurred towing fees

HOST/INFORMATION & PACKAGE PICK-UP

Staff Members with Upper Cumberland Events will be stationed at a central location for your convenience and to assist festival attendees.

PROBLEMS?

Upper Cumberland Events Event Staff are easy to identify by EVENT STAFF SHIRTS.. We will be circulating throughout the venue so snag one of us if you have a problem or just need a little help or feel free to drop by the check-in/hospitality tent. We can be contacted by email at info@uppercumberlandevents.com or by calling 931-774-7759.

PACKING UP

We hope you have a wonderful show, but no matter how great it is, everyone will be anxious to get home at the end of the day. No cars, trucks or trailers will be allowed to move until all the festival goers have exited the venue!! Use this time to start packing up your booth and at the announcement of ALL CLEAR. we will begin letting vehicles in to load. We have a plan in place and will be around to explain it to each of you. This time is always a madhouse and we do not want anyone to get hurt. Just be patient and follow the directions of the folks in charge of traffic control, and everything should go smoothly.

OTHER IMPORTANT VENDOR INFORMATION

- Vendors are required to bring their own tents (if you have an outdoor booth), tables, chairs, and sales equipment.
- There will not be internet available. Let me repeat, **THERE IS NO INTERNET FOR VENDORS TO USE.** You'll need to use the data from your device if you plan to run credit/debit cards. Be sure to have your app downloaded prior to the event.
- **NO REFUNDS OR CREDITS WILL BE GIVEN**
- Generators are permitted if they are quiet.
- Only hand-carried restocking may be done during event hours.
- Vendors are responsible for the cleaning of any debris prior to leaving.
- Vendors must keep their merchandise within the allotted boundaries of the booth space.
- If you have an outdoor space - Vendors are not required to use a tent with walls HOWEVER, if there is inclement weather, your items could get wet or blown away. The tent does NOT have to be white and walls aren't required, just suggested for overnight.

- Vendors should make every effort to make displays attractive and within the theme of the events.

FAQ's

1. How will I know if I got in?

- a. *We will send one of two emails. One email is an acceptance email with this festival information as well as the information to pay for your booth fees or you will receive a WAITLIST email if you have been waitlisted. **PLEASE CHECK YOUR SPAM FOLDERS AS WELL.***

2. Is there electricity available in the booth?

- a. *Yes, there is electricity available for a fee unless you reserved a booth with electricity such as inside the booth. You will need to provide your own extension cord(s) and/or power strip.*

3. How early can we come to set up?

- a. *We will begin setup on Friday afternoon between 4pm and 8pm cst. You can also set up the Saturday of the event starting at 7am as long as you can be fully ready for customers 30 minutes before we open. **You will only receive a notification via our VENDOR ONLY FACEBOOK GROUP OR ON THE VENDOR CORNER** closer to the event with any further specific time and information.*

4. Will this event be advertised?

- a. *The show will be well advertised on the radio, billboards, flyers, and on social media. Be sure to tell your friends and customers, advertise this on your own sites or social media, and help spread the word!*

5. Will the event be canceled if it rains or snows?

- a. *No, this is a rain or shine event so weather will not cause any cancellation. If safety concerns are an issue, we take that into advisement and could be canceled if there is a chance of life threatening situations with the weather.*