



# Robertson County Fair Association

## Presents

### Trading Day 2023

#### Vendor Booth Information

**Saturday, August 12 Time: 8:00a - 4:00p**

#### **Description of Event:**

- Indoor/Outdoor Market event at the Robertson County Fairgrounds. There are a limited number of indoor booth spaces.
- Saturday, August 12 Time: 8:00a-4:00p
- Rain or Shine

#### **Information & Requirements:**

- Booth Space Fees are as shown on Application
- Payment is due with application. Application deadline is August 1<sup>st</sup>. This is a non-juried event, first come, first serve.
- Vendors must provide your own tent (some areas are under cover), extension cords, power strips, and people to man your booth.
- Vendors must furnish Certificate of Insurance. See page 3 for full details.
- There will be overnight security, along with secured gates overnight on Friday and Saturday.
- Vendor Check-In and Set Up:
  - Friday, August 11<sup>th</sup> 5pm-8pm
  - Other times available by appointment only
- Booths must be completely set-up by 8 AM on Saturday. All vehicles must be clear of the event area by 7 AM
- All vendors are to remain open until 4:00 PM. There will be no early tear downs.
- Vendors will have from 4PM-9PM to pack up booth.
- The vendor is responsible for leaving the vendor area in the condition it was originally received.
- All vendor fees are non-refundable.
- All vendors are responsible for collecting and reporting their own sales tax.
- Vendor Registration Forms and money are due by August 1<sup>st</sup>.
- Make checks payable to Robertson County Fair Association.
- Additional Contact Information:
  - Email address: [robertsoncountyfair@yahoo.com](mailto:robertsoncountyfair@yahoo.com)
  - [www.robertsoncountyfair.com](http://www.robertsoncountyfair.com)

#### **Return Application To:**

By Email: [Robertsoncountyfair@yahoo.com](mailto:Robertsoncountyfair@yahoo.com) Online Payment available for 4% fee added

OR

By Mail: Robertson County Fair Association  
ATTN: Trading Days  
P.O. Box 921  
Springfield, TN 37172



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Vendor Booth Information

Saturday, August 12 Time: 8:00a - 4:00p

Vendor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Owner(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Are you on Facebook? \_\_\_ Yes \_\_\_ No FB name/web address: \_\_\_\_\_

Booth Preference: \_\_\_\_\_

**We cannot guarantee booth locations, but we will try to respect your request. Spots will be assigned first come first served.**

**Type of Booth & Description:** Please indicate type and provide description.

\_\_\_\_\_ Business - Sales \_\_\_\_\_ Art or Craft \_\_\_\_\_ Non-Profit

\_\_\_\_\_ Business - Recruiting \_\_\_\_\_ Food \_\_\_\_\_ Other

Please give a **detailed** description of your products/services.

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**Booth Size and Quantity:** (Please Indicate Number of Spaces Desired)

\_\_\_\_\_ 10x10 space in Stage (Covered) \$25 \_\_\_\_\_ Parking Lot (Uncovered) 10x20 (Parking Space) \$25

\_\_\_\_\_ 10x10 space Red Building (INDOORS) \$25 \_\_\_\_\_ 10x10 space White Building (INDOORS) \$25

\_\_\_\_\_ 10x10 Space in Grass \$25 \_\_\_\_\_ Food Truck \$100

**Application and Booth fee are due by August 1<sup>st</sup>**

## **Application Procedure:**

All fees must be paid with this application. If application is denied, fees will be refunded. Incomplete applications will not be considered. If Vendor cancels this reservation without prior approval or after August 1, 2023, fees shall be forfeited.

1. Signed and Dated Application Form, including Vendor Agreement and Waiver.
2. Full payment of Fees for space rental
3. Certificate of Insurance showing at least One Million Dollars (\$1,000,000.00) Liability Coverage.
  - Each contractor shall obtain and keep in force until completion of the "project", including set up and tear down, a commercial general liability insurance contract with liability limits equal to or greater than \$1,000,000 each occurrence. The contractor shall provide a certificate of insurance to the Robertson County Fair Association evidencing such coverage at the time the application is submitted. Such contractor shall name Robertson County Fair Association, Inc. as an Additional Insured. When adding as additional insured **PLEASE ENSURE THE CORRECT NAME AND ADDRESS IS USED: ROBERTSON COUNTY FAIR ASSOCIATION, INC. PO BOX 921 SPRINGFIELD, TN 37172**
  - Hold Harmless/Indemnification: Contractor shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature arising directly or indirectly from the "project". Contractor shall INDEMNIFY, SAVE, AND HOLD HARMLESS Robertson County Fair Association and its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses including attorney fees arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from the "project".

## **PART 2**

### **RULES AND REGULATIONS OF ROBERTSON COUNTY FAIR ASSOCIATION**

**The term "Vendor" shall apply to Vendors, Food Concessionaires, Exhibitors and Demonstrators**

**FAILURE TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS MAY RESULT IN REMOVAL OF ANY EXHIBIT, SHOW OR CONCESSION FROM THE FAIRGROUNDS, AND/OR RESULT IN DENIAL OF FUTURE SPACE.**

1. All parties to this agreement shall comply with all pertinent laws, rules and ordinances of the State of Tennessee and the County of Robertson, and the Rules and Regulations governing the Robertson County Fair Association (RCFA). Such laws, ordinances, rules and regulations are expressly made a part of this agreement.
2. The entire operations of the Event shall be under the authority and management of the Board of Directors of Robertson County Fair Association. Vendor shall abide by management decisions for the duration of the event. All decisions made by RCFA's Management are final. Any problems should be brought to the attention of management.
3. This agreement is a license to use a designated space for specific and limited use, and only for the time specified.
4. Vendor space is subject to relocation if deemed necessary in the sole judgment of the management.
5. Vendor shall not assign, sublease, or apportion the whole or any part of assigned space unless first obtaining written permission of RCFA. The right to operate a booth on the Fairgrounds is nontransferable and is nonproprietary.
6. In case of acts of God, exigencies of war, threats of terrorism, or an elevated national state of alert due to terrorist acts, or emergencies, or weather conditions necessitating the canceling of this licensed event for the date herein named, the RCFA may cancel this contract and refund any monies paid in advance, with no further liability to Vendor.
7. All property taken into the fairgrounds by Vendor is taken at the Vendor's own risk; RCFA shall not be responsible for any loss due to damage from fire, theft, windstorm, repossession, or from any other cause whatsoever.
8. No permanent structures are to be built. Painting, paneling, papering or other substances may not be put on the walls.
9. All material and equipment belonging to Vendor must be removed from Fairgrounds within the times allotted on this application. RCFA will not assume responsibility for storing any material or equipment. Items not removed will be considered abandoned and become the property of the RCFA, who shall dispose of them in any manner it deems necessary.
10. Vendors may not engage in activities or demonstrations outside their contracted space. Salespeople will not be allowed to work in the aisles. Signs, decorations, merchandise, or other items must not be placed outside the rented space.
11. All exhibits, booths, decorations, and products may be subject to safety inspections by local authorities.
12. Vendor agrees to keep space free of trash, paper or refuse and shall use containers so designated. At no time shall refuse be placed on ground outside of booth space. This includes set-up, operation, and tear-down. Vendors are responsible for transporting and disposing of refuse in provided containers.
13. No alcoholic beverages are permitted on fairgrounds.
14. All pets must be on a leash and controlled by owner at all times.
15. Unbecoming conduct, which includes nudity or use of profane, obscene and/or abusive or threatening language by Vendor, shall be grounds for termination of Vendor's agreement for use of space and eviction from fairgrounds.
16. The RCFA reserves the right to remove from the Fairgrounds any exhibit, show or concession, or any part thereof, which the RCFA deems objectionable, with no refund to be made.
17. Exhibitors may sell only items that are pre-approved by RCFA's Management. Spot checks will be made for violations.
18. Sound devices of all types are subject to the approval of RCFA's Management. The volume must be controlled so as not to interfere with neighboring booths.
19. The sampling of food shall also be subject to Health Department Regulations and approval of RCFA's Management.
20. Demonstrations, presentations and drawing for prizes are subject to the approval and regulations of RCFA's Management.
21. Vendor expressly waives any claims for damages against RCFA in the event this agreement is cancelled for violation of any of the provisions hereof; Vendor in such case shall not be entitled to any refund of monies paid to RCFA. Vendor waives all claims of whatsoever nature against the RCFA, its officers, employees or agents.
22. Vendor agrees that participation in Event and entering the fairgrounds constitutes consent to photo and video being used for future advertising purposes. The vendor also agrees that there will be no financial or other remuneration for recording, either for initial or subsequent transmission or playback or for the use of still images.

Vendor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Completed Application Checklist: (Applications will not be reviewed until the following items are received)

- Completed Application
- Proof of Insurance with Robertson County Fair Association as additionally insured
- By signing below you acknowledge that you have read and understand the application procedure and the Rules and Regulations of being a Vendor at the Event. You also agree to follow the Rules and Regulations of the Event.

Total Fees Due: \_\_\_\_\_

Check Enclosed: Y / N

Online Invoice Requested (4% Fee Applies) Y / N

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Business Name: \_\_\_\_\_



**For Office Use Only**

**Date submitted:** \_\_\_\_\_

**Booth Type:** \_\_\_\_\_

**Date Notified:** \_\_\_\_\_

**Booth Number Assigned:** \_\_\_\_\_