

Welcome and Fair Mission

We welcome you to our “Fair on the Square”, held on Collierville, Tennessee's Historic Town Square. Collierville Twentieth Century Club is proud to host this event annually every first weekend in May. We are a non-profit organization and thanks to you, we are able to succeed in our mission to provide grants to our local non-profits. Our funds are given to support the arts, education, environment and community life. Our Grant Ceremony is in November, if you would like to join us to see the many recipients.

Terms of Agreement

The Fair is an outdoor fair and takes place RAIN or SHINE!

Fair on the Square is primarily an arts and crafts fair. We promote handcrafted items. Please do not sell or give away any items that will cause problems with the other vendors or patrons (ex. water, snap pops, water pistols, knives, balloons, etc.).

Churches and Non-Profits must include a copy of the IRS 501 designation letter or their EIN number. Churches are not recognized as non-profit.

All permits are the responsibility of the vendors. Booths selling or giving away food items must have a health permit. If you need this form, please contact the Shelby County Health Department at 901-222-9200 or www.shelbytnhealth.com. Food vendors need to be prepared for possible inspections by the Fire Chief.

Application requirements

1. The vendor must be in good standing from the previous year. (ex. No trash left in area, no complaints from visitors or staff, etc.).
2. Application must be complete and paid in full to be accepted. No partial payments or postdated checks will be accepted.
3. Any application received after March 1st must be paid with a cashier's check or money order and will incur a \$50 late fee.
4. All applications must meet all three requirements above or will be rejected. Applicants whose payment is rejected due to insufficient funds will incur an additional \$25 check processing fee.
5. Rejected applicants will be provided the opportunity to reapply, but must meet requirements #1, #2, #3 and #4 above (#4 if applicable). The applicant must resubmit a new application, as no information from rejected application will be kept on file.
6. Vendors will be placed on a “first come, first serve” list, based on the **accepted** application postmark date.

7. There will be no refunds due to inclement weather. Refunds will be considered on a case-by-case basis by the Twentieth Century Club committee for other reasons.
8. Once all slots are filled, vendors wishing to be placed on a waiting list must comply with #1, #2, and #3 above. Please send your application and payment, money order or cashier's check - personal checks will not be accepted. We will make every effort to place you. If we are unable to, we will refund your payment.

Set up

1. All booths must fit within the 10x10 ft. space. Encroachment into another vendor's space could result in your removal from the Fair.
2. Tents are recommended but not required. All items needed are the responsibility of the vendor (tents, tables, extension cords, etc.)
3. Tents used in the park are not allowed to use tarps or mats for flooring, you may only use sand. **Stakes** are not allowed for securing tents per Town Park policy. To avoid sidewalk congestion, tent must be placed behind depicted booth markings.
4. Due to limited electrical connections, please send us an email to address any electrical needs.
5. No double parking or blocking other vendors. Please do not position your car or trailer in another vendors' space while setting up on Friday or Saturday.

Breakdown

1. "If you brought it in, take it out." (Trash, boxes, containers, etc.).
2. To minimize traffic congestion, please pack all booth items and have them ready for loading prior to retrieving your vehicle.
3. Failure to comply with "**Breakdown**" note #1, will affect your "good standing" and the ability to return to next year's fair.

Your patience and consideration are greatly appreciated during set up and breakdown. We enjoy having you as part of our "Collierville Fair on the Square" and are thankful to be able to "give back" to our local community.

The Fair Booth Committee reserves the right to booth assignment. Every effort will be made to honor your requests. Notification of booth assignments will begin no later than April 15th.

**44th Annual Collierville Fair on the Square
2019 Vendor Application
May 4th 10am – 6 pm & 5th 12pm-5pm**

Please complete and return this **FORM** to the address below. Include **PHOTOS** of your merchandise if you did not attend in 2018, and a self-addressed stamped envelope. All entries need to be legible.

Number of booth(s) requested: _____ If returning vendor previous booth # _____
There are no exclusive rights. All food product sales must have a Shelby County Health Permit

Check vendor type and circle whether you are requesting electrical or not. All booths are 10x10 spaces (2 slot limit for returning vendors, 1 slot limit for new vendors). Food Vendors – Trailer and hitch must fit within the 10x10 ft space or pay for second space.				
	Booth Type	Booth Fee	Vendor Type	Club Use Only
	Arts and Crafts Vendors	\$200 per booth		
	Food Vendor	(call for pricing)		
	Non-Profit Organizations	\$100 per booth		
	Youth Organizations	\$75 per booth		
	Commercial Vendor (1 booth limit)	\$300 per booth		
	Request Electrical - \$25	Yes or No		

Business Name: _____

Contact Name _____ Cell # _____

Address: _____ Alt. # _____

City: _____ State _____ Zip _____

Email _____ Website _____

List ALL Merchandise you will be selling _____

Please attach a separate sheet, if you have any special request or want to provide additional information.

Please send us an email providing us with your business name, contact name, and preferred email for correspondence, after mailing your application and payment. We will email you when we receive your application and payment. If you have not heard from us within 15 days of mailing, we may not have received your application or our notification to you may be in your spam/junk email folder.

Application deadline with payment in full is due March 1st. A \$50 late fee will be incurred if postmarked after March 1st. Payments **after March 1st**, must be made with a **money order or cashier's check**. No partial payments or postdated checks will be accepted.

I understand the payment responsibilities and deadlines above. I understand there are no exclusive rights and no refunds due to inclement weather. I have read and will abide by the Terms of Agreement governing the Twentieth Century Club Fair on the Square.

Signed Title Date

**Make checks payable to:
Send application with payment to:**

**Twentieth Century Club
3454 Bailey Station Rd
Collierville, TN 38017**

**Booth Committee Contact:
Connie Buchanan – 901-483-1380**

colliervillefots@gmail.com