

LAWRENCEBURG SECOND SATURDAYS
2nd SATURDAY OF EACH MONTH
MAY-OCT. 2019
DOWNTOWN LAWRENCEBURG

Main Street Lawrenceburg sponsors this festival to celebrate Lawrence County's craftsmanship, history, culture, and quality of life. This event also aims to showcase local businesses, organizations, and talent.

ENTRY FORM: **DUE FIRST MONDAY OF THE MONTH**

EVENT TIME: START 5:00PM
 END 9:00PM

PLACE: LAWRENCEBURG PUBLIC SQUARE & OTHER DESIGNATED AREAS
 NEARBY

COST:	SINGLE BOOTH	\$25 (no electricity guaranteed)
All fees non-refundable)	FOOD TRUCKS/TRAILERS	\$50 (no electricity guaranteed)
		\$75 (50 amp — limited availability)
	SCHOOL	\$0
	NONPROFIT	\$0

SET UP TIME: **3:00pm**

This event is free to the public. There is no charge for admission.

LAWRENCEBURG SECOND SATURDAYS
2nd SATURDAY OF EACH MONTH
MAY-OCT. 2019

The following rules are designed to maintain the quality and safety of the event. Violation of the rules will result in disqualification from any future festivals/events as sponsored by Main Street Lawrenceburg, the Lawrence County Chamber of Commerce, or any related organization.

**Your completed application and payment signifies that you have read,
understand, and will comply with the following:**

VENDOR SELECTION:

Vendors for the Lawrenceburg Second Saturdays will be selected on a first come, first serve basis, with consideration for a variety of offerings. **REQUIREMENTS:** Vendors must meet all requirements listed below in order to be considered. Main Street Lawrenceburg reserves the right to refuse a space to any applicant.

SPACE REGULATIONS:

Tent spaces are 10 X 10 and all vendor equipment, displays, stands, tents, tables, and supplies must be contained within these dimensions. All tents must be self-supporting and include weights to prevent the wind from toppling it. No spikes may be used in the asphalt or on the grass to stabilize the tent. All vendors must have tents. No open space exhibits are allowed. The maximum tent size allowed is 10' x 10'. Festival volunteers will be on-site during the set up time to ensure vendors are placed as assigned and in compliance with all requirements and regulations. All booth spaces will be marked off, numbered, and assigned by the event staff. The event staff will strive to not place booths with similar products/services/information adjacent to one another, but that cannot be guaranteed. Vendors/exhibitors do not have exclusivity of product/service. Personal sound systems in booths are prohibited unless all emitted sound is contained to the individual booth.

FEES AND PAYMENT:

Retailers/Marketing booth fee will be \$25. All registrations must be received by 4pm on the first Monday of each month. No refunds will be issued for cancellations or weather conditions. In the event that any Lawrenceburg Second Saturday is cancelled due to weather conditions, each vendor will be able to transfer their registration to the next Second Saturday that the vendor is available. All spaces are 10'x10' and assigned on a first come, first serve basis.

Non-profit/School Vendors: All registrations must be received by 4pm on the first Monday of each month. All booth spaces are 10'x10' and assigned on a first come, first serve basis.

ELECTRICITY

At this time, electrical power will not be available to vendor booths. However, small generators are allowed. Please let us know if you plan on bringing a generator, as it will determine your booth placement.

ATTENDANCE

Because this series of events is still a fairly new development, Main Street Lawrenceburg nor the Lawrence County Chamber cannot accurately provide attendance estimates. The Second Saturdays team commits to market and promote this event to Lawrence County and the surrounding area to ensure that Second Saturdays is a success. There is, however, no guarantee of attendance or sales. Lawrenceburg Second Saturdays is an outdoor festival, and is affected by many uncontrollable factors.

INSURANCE REQUIREMENTS:

The Lawrence County Chamber of Commerce is not responsible for providing any liability insurance or any workman's compensation insurance for the personnel of the independent contractors operating booths. Main Street Lawrenceburg, the Lawrence County Chamber, the City of Lawrenceburg and Lawrence County Government are specifically exempt from any liability for any losses, accidents, injuries, or deaths to any personnel who are in the operation of any booth at the event. Vendors assume all responsibilities for any loss, damage, claim or other injury to the vendor, his or her employees, agents or representatives, or to any property or goods of the same, whether caused by fire, theft, act of God, accident, or any cause whatsoever, for the period the vendor or his or her property or goods occupy the site, and shall indemnify and hold Main Street Lawrenceburg, the Lawrence County Chamber of Commerce, City of Lawrenceburg, Lawrence County, their employees, agents and representatives from any and all such loss, damage, injury, claim or other expense relating thereto.

SET UP/BREAKDOWN/DISPLAY TIME & PARKING:

1. Vendors are permitted to begin setting up at 3:00pm. Final set-up must be complete, with all vehicles removed from festival area by 5:00pm.
2. Vehicle access to the vendor space is not permitted after 5PM. However, you may hand-carry items to your booth spaces after this time if necessary.
3. Each booth must be manned by at least one (1) exhibitor for the duration of the event.
4. Breakdown/load out- Breakdown of booth display should begin at the vending space at 9:00PM. Vehicle access to vending space will be allowed ONLY when directed by the Second Saturdays team at the conclusion of the event.
5. Vendors and exhibitors are asked to stay for the duration of the festival. Break down before 9PM is subject to denial to future Second Saturday events.

RAIN PROCEDURE

Vendors should be prepared in case of light rain to cover your rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension or cancellation of part of or the entire event. Vendors should NOT leave the festival area before the festival coordinator announces suspension or cancellation of the event. No refunds will be issued for cancellations or weather conditions. If

rescheduling is necessary due to inclement weather, the vendor will receive full credit to apply towards their next Second Saturday registration.

CLEAN UP & ZERO WASTE POLICY

All spaces should be picked up and left clean. Each vendor must bring his or her own trash container. Vendors are asked to take their waste to the nearest receptacle. Tobacco products including, but not limited to, cigarettes, cigars, e-cigarettes, vape or vape-pens, alcohol or any other controlled or mind-altering substances are NOT allowed in vendor spaces at any point of the Festival.

POLICIES & PROCEDURES

The Vendor will assume full responsibility for all taxes, licenses, etc. including sales tax on items sold at or as a result of the Lawrenceburg Second Saturdays. Vendor agrees to take full responsibility for the protection of his or her goods and property in the event of adverse weather conditions. The Festival will not refund any fees or expenses in the event of adverse weather.

Check-in will begin at 3:00pm at the Gazebo.

COMPLETE AND RETURN THIS PORTION OF THE APPLICATION ONLY BY
THE FIRST MONDAY OF EACH MONTH ALONG WITH THE BOOTH RENTAL FEE MADE PAYABLE TO:

**MAIN STREET LAWRENCEBURG
25A PUBLIC SQUARE
LAWRENCEBURG TN 38464**

LAWRENCEBURG SECOND SATURDAYS

NAME _____ PHONE # _____

E-MAIL _____

TYPE OF ORGANIZATION (BUSINESS, NONPROFIT, etc.) _____

PRODUCT SOLD (if applicable) _____

WHAT TYPE OF SPACE IS NEEDED (Please check one and provide any additional information)

10X10 BOOTH SPACE (Please note what products you sell and if purchasing multiple spaces)

FOOD TRUCK/TRAILER (Please note unit length and products you sell or attach a menu)

SIGNED _____

(by signing above, you agree to the terms of the Rules on Page 2)