



**Celebrate Munford, Inc.**  
**P.O. Box 1257 Munford, TN 38058**

## **2023 Booth Rental Agreement**

### *Rules . Set-Up . Clean-Up . Pricing . Parking*

Celebrate is the third Saturday of October, this year on October 21. As always, the festival will be held in downtown Munford - on Munford Avenue, Tipton and College Streets.

All entry fees are **non-refundable** and **non-transferable** and should be **paid by check or money order**. **No rain checks or rain outs** are scheduled or planned. If the festival must be cancelled due to inclement weather, there will be no refunds and the event will not be rescheduled. The vendor is solely responsible for obtaining insurance coverage, if the vendor so desires. The vendor agrees to hold Celebrate Munford, Inc. and the City of Munford, Tennessee harmless for any and all claims, damages, or injuries arising from the vendor's use of booth space. **No firecrackers, explosives, knives, firearms, or illegal items may be sold. No alcoholic beverages may be sold or consumed within the Celebrate area.** Vendors selling these items will be asked to leave immediately and will not be allowed to return as a vendor. No refund will be given. Taxes and permits are the sole responsibility of the vendor. **Pets are strictly prohibited within the Celebrate booth area. No animals will be sold or given away in the Celebrate Munford booth area.** Animals specially trained to assist individuals with disabilities, such as vision impairment, are welcome throughout the Celebrate area. The applicant's signature shall constitute an acknowledgment that applicant has read, understands and agrees to these terms. Celebrate Munford Inc. reserves the right to refuse rental space to anyone.

Load-in for food serving trucks/display trailers only will begin at 5:30 am and conclude by 6:00 am. At 6:00 am all other booths/tents may begin set-up and must end no later than 8:00 am on the day of the event. Individuals involved in booth set-up are required to provide the assigned booth number and the name of the booth registrant in order to gain access to the celebration area. Booths are to be set up on site - no booths are to be constructed on-site. All vehicles must be outside of the Celebrate area by 8:30 am. One-way traffic will be observed from the corner of Munford Avenue @ College Street and outward for both set-up and clean-up time. Clean-up and booth removal is allowed only after the celebration ends and no vehicles will be permitted back into the area prior to 5:00 pm. The vendor is responsible for clean-up and disposal of all trash (including cooking oil) within his/her immediate area. Do not leave your trash behind. Celebrate Munford, Inc. and the City of Munford is not responsible for items and/or money lost or stolen. Any vendor found to be in violation of any provision of the rules and regulations will first be requested to correct said violation immediately. In the event that he/she fails to do so, he/she will be asked to leave and will be denied the privilege of renting space for future celebrations.

Any item that is sold by a Celebrate vendor cannot be given away by any other vendor (example free water or food. Candy may be given away). Any vendor planning to provide complimentary items to attendees must have prior approval from Celebrate Munford, Inc. Celebrate Munford is an open event and may have multiple vendors offering same or like products and services. It is the vendor's responsibility to check for those situations. Only those vendors purchasing a booth may distribute materials at Celebrate Munford.

**Generators are not allowed. Celebrate Munford, Inc. does not provide tents, tables, chairs, electrical cords, etc. to vendors.**

**Safety Guidelines for Face Painters:**

Face painting is a great way to entertain, but safety is important to consider before you begin. Using only products rated for cosmetic use, as well as good hygiene practices, will ensure your clients will get the best experience possible.

1. Only use paints which are cosmetic grade, made with FDA compliant ingredients. Note: non-toxic does not equal safe for skin.
2. Glitter and adhesives must be cosmetic grade as well. Craft glitter is abrasive and can damage eyes, but cosmetic glitter is round-cut polyester, which is very fine and safe to apply to skin.
3. Only use brushes and sponges which have never been used for any other purpose. Craft brushes should not be used if they have previously been used with paints that are not skin-safe.
4. Use clean water to rinse brushes between clients. No additives are necessary in the water. Change water frequently.
5. Paint only clean skin, which is free from abrasion, rash and body fluid. Have parents clean up messy faces before you begin.
6. Sanitize between clients; use hand sanitizer frequently.
7. Do not paint any person who is sick. Fever, green runny noses, coughing and all obvious illness should be turned away to minimize risk of spreading germs to others.

**Pricing:**

**Craft Booth    \$60.00 (\$75.00 if paid after October 2)**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. Merchandise must be new or restored. No booth will be rented for "carport sale" purposes. A minimum of 85% of merchandise offered for sale is required to be hand-made.

The sale of bake sale items will not be permitted in craft booths. Bottled items such as honey, jams, jellies and relishes may be sold. The sale of beverages in craft booths is strictly prohibited. There shall be no items sold which are in direct competition with Celebrate Munford, Inc. Celebrate Munford Inc. has the sole discretion in determining whether a vendor is in direct competition.

**Food Booth    \$100.00 (\$115 if paid after October 2)**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. to be used inside of the booth. No table, chairs, etc. will be permitted in front of the booth. A food booth shall be defined as a booth for preparing and selling food on-site. Food booth applicants will be required to present a full menu at the time of registration. No generators are permitted at Celebrate Munford. The correct measurable dimensions of trailers shall be recorded on the registration form at the time of registration. All tents, trailers, etc. must fit within the booth space allotted by Celebrate Munford, Inc. A minimum 5# ABC fire extinguisher is mandatory at each food booth.

**Business Booth        \$80.00 (\$95 if paid after October 2)**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. A business booth shall be defined as any booth selling merchandise that is not handmade (herbs, costume jewelry, perfume, etc.)

or that is advertising a business/organization (promotional giveaways, pamphlets, etc.)

**Non-Profit Information Booth      \$50.00 (\$65 if paid after October 2)**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. A non-profit information booth shall be defined as any booth distributing information for non-profit group or agency. **Non-profit organizations will be required to present proof of non-profit status with registration.**

**Electricity      \$15.00**

A standard fee of \$15.00 per 120 volt/20 amp plug will be added to booths requiring electricity. Those requiring 50 amps will be charged \$75. **Extension cords are the vendor's responsibility to provide** (100' for food booths and 50' for non-food booth recommended).

**All booths must be paid for in full prior to the event in order to be considered reserved.**  
**No collections will be made the day of the event.**

**IMPORTANT:** Booth tags will be emailed the week of the event and are to be presented at the check point upon entering the event. Those who do not have an email address will have their booth tag mailed.

**Parking**

Free parking is made available throughout the Downtown area in various places: Munford Avenue - the South Tipton County Chamber of Commerce, First Citizens National Bank; College Street - Poplar Park. Free handicap parking is made available in marked areas in Poplar Park off College Street, in the Munford First United Methodist Church upper lot located by entering on Crigger Circle, and various other locations throughout the downtown area. A handicap placard or license plate is needed to access these areas. Should you need assistance, please ask a committee member or volunteer wearing a marked shirt.

Paid parking by donation is available in the Munford Baptist Church located on Munford Avenue, Munford First United Methodist Church lower lot also located on Crigger Circle, and at Restoration Church located on Main Street.

**Cooling Stations**

Cooling stations are located inside Tipton Plaza/Regions Bank area at 86 South Tipton Street and Restore Point at 9 Bass Street by the post office. Both offer air conditioning, comfortable seating and restrooms.