

GALLATIN'S ANNUAL SQUAREFEST
In historic downtown Gallatin, TN
VENDOR INFORMATION AND APPLICATION
Saturday April 25, 2020
10:00 a.m. to 5:00 p.m.

GENERAL INFORMATION

Squarefest is an annual spring event in downtown Gallatin. Though it is a young event, it has grown in size to over 170 vendors and in excess of 20,000 people. Squarefest is a rain or shine event. The event is primarily an arts and crafts festival, however, a large variety of food, several non-profits, two stages of entertainment and a large children's area also contribute to the festival. You will only be permitted to sell items that are listed on your application, flea market and bazaar items are strongly discouraged. All booths **MUST** sell or give away something, **NO INFORMATION ONLY BOOTHS**. Historic Downtown Gallatin/Greater Gallatin reserves the right to reject any items on your application.

Out of consideration for vendors that have made an investment in items to resell, we ask that no items be given away without prior approval.

BOOTH INFORMATION AND PRICING

All booths are approx. 20 ft. along the edge of the curb and 10 ft. deep and vary in cost. **ALL COMMERCIAL/HOME IMPROVEMENT, SERVICE VENDORS (REAL ESTATE, HEALTH CARE PROVIDERS, FINANCIAL INFORMATION, INSURANCE, ETC.) BOOTHS ARE \$500, FOOD BOOTHS ARE \$150, ARTS, CRAFTS, RETAIL (JEWELRY, PURSES, CLOTHING, ETC.) \$125 AND NON-PROFITS (501C3 TAX STATUS) \$100.** Electricity will be available, please refer to the application for pricing, etc. If you manipulate our power boards, you will be unplugged and asked to leave immediately. All application must be accompanied with payment, no exception.

IMPORTANT INFO FOR ALL VENDORS

Tables, chairs and extension cords (when needed) are not provided; we ask that tables be skirted for the appearance of the event. All sidewalks are to remain open. Set up time is from 6:00 a.m. to 9:30 a.m. Because of the growth of the event we have a waiting list of vendors wanting to get in, therefore, if your booth has not been occupied by 9:30 a.m. your booth will be given to next person on waiting list and/or vendors asking to be relocated. If you are going to be late **PLEASE CALL THE OFFICE AND LET US KNOW** so we can hold your spot. This also will avoid vacant booth spaces in a 'sold out' event. Everyone should have their vehicles removed and be ready to sell by 9:45 a.m. If we have applications for duplicate items, we will try to split the locations of the booths, however, no items will be exclusive. Freestanding tents will be permitted. Historic Downtown Gallatin/Greater Gallatin reserves the right to locate commercial vendors as they deem necessary. No soliciting. Historic Downtown Gallatin/Greater Gallatin reserves the right to refuse any vendors. Limited number of any item will be at Historic Downtown Gallatin/Greater Gallatin's discretion.

This event ends at 5:00 p.m. Please be considerate of the other vendors and stay in place and selling until that time. We understand that emergencies happen but we ask that you stay set up and in your space unless it is a true emergency. Leaving may jeopardize your application being accepted for future events.

All applications not being accepted will be returned along with your check. All accepted applications will have the fees deposited. Application fees are non-refundable. Accepted vendors can expect to receive a map of the festival with your location the week prior to the event. If you have any questions, please contact the office at 615-452-5692, otherwise you will not hear from us until the week prior to the event.

NO VEHICLES WILL BE PERMITTED ON THE SQUARE BEFORE 5:00 P.M. THIS HAS BECOME A SAFETY CONCERN AND IS STRICTLY ENFORCED

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Saturday, April 25, 2020
10:00 a.m. to 5:00 p.m
VENDOR APPLICATION

NAME: _____

BUSINESS NAME: _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP CODE _____

PHONE _____

E-MAIL ADDRESS: _____

Have you previously exhibited at one of our festivals? (Circle one) Yes or No

Please list all products you plan to sell in your booth: _____

NO MORE THAN TWO SPOTS PER VENDOR. NO EXCEPTIONS!

Number of 20X10 booths at \$125 _____ Crafts, jewelry, etc.
\$150 _____ Food (Please include a copy of your liability insurance policy
listing Historic Downtown Gallatin/Greater Gallatin as
additional insured
\$500 _____ Home Improvements/**Service Providers**
\$100 _____ Non-Profits (1ST SPOT \$100, 2ND SPOT \$125)

110 Electric Hookup: _____ \$20.00

220 Electric Hookup: _____ \$50.00 Very limited, please call for availability

Additional 110 Hookups: _____ \$20.00

TOTAL AMOUNT ENCLOSED: _____

Please mail your application and check or money order payable to Historic Downtown Gallatin/GREATER GALLATIN to:

Historic Downtown Gallatin/Greater Gallatin
P.O. Box 1593
Gallatin, TN 37066