



October 12, 2015

Dear Crafter/Vendor,

Enclosed is an application for our 2nd Annual Christmas Bazaar, on Saturday, December 5th from 10 a.m.- 3 p.m. As promised by the Director, Rick Ross, you will receive a free 8 ft. table in exchange for your spot at the Kingston Country Fair, which was unfortunately rained out and cancelled.

We have given you first choice to participate in this event, but it is imperative that you return this form as soon as possible to reserve your spot, but no later than Oct 30th. After Oct 30th we will make space available to other crafters/vendors. Remember, space is very limited.

If you would like to participate in this event please complete the form on the next page and return immediately.

This event will be held in conjunction with our annual "Candy Cane Hunt & Run" for children, which is always on the first Saturday, in December.

Thank You,
Debbie Russell, Program Coordinator
Kingston Parks & Recreation
parksprograms@bellsouth.net
865-376-1356



Christmas Bazaar
Vendor/Exhibitor Rules and Regulations

1. You will be provided an eight-foot table(s) with two chairs to display/sell merchandise, and you may also use the space behind you table as well but you must stay within the confines of your space.
2. You may purchase an additional table/space for \$35.00
3. Guns, weapons, and smoking paraphernalia may not be sold.
4. All exhibitors must stay the entire length of the bazaar, until 3:00 p.m.
5. Vendors who begin breaking down early will not be allowed to participate in any future City of Kingston events.
6. Set up begins PROMPTLY at 8:30 a.m. on the morning of the event and must be completed by opening at 10 a.m.
7. Behind a booth at the bazaar is no place for young children. Please make other arrangements for them so they will not be at the bazaar disturbing other vendors and shoppers.
8. Upon leaving you must leave your area clean and trash free.
9. No refunds will be issued.



NOTE:

Please Keep This Page to refer to for set up time, and instructions, as no other information will be given out!



Parks & Recreation
KINGSTON CHRISTMAS BAZAAR
Vendor-Exhibitor Application

Please complete form & immediately return to the parks dept. at the address listed below

Business or Organization Name: _____ Contact Person: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Daytime Phone: _____ Evening Phone: _____
 E-mail: _____ Website: _____

I will receive ___ Table and 2 chairs

- I will be selling the same merchandise that I was going to sell at the Country Fair. (It is not required to re-list items unless there is as change)**
- I will not be selling the merchandise I was going to sell at the Country Fair and instead I will be selling the following items listed below.**
- I will be selling the same merchandise that I was going to sell at the Country Fair, and also the following items listed below.**

<u>ITEM</u>	<u>PRICE</u>	<u>ITEM</u>	<u>PRICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For additional space you may list items on the back of this page

A. I understand and agree that the City of Kingston will not be liable for any damages to persons or property resulting from my organization's and/or businesses' participation in the Kingston Christmas Bazaar, and as representative of the above named organization and/or business, I agree to hold harmless from any claims the City of Kingston, it's employees, and representatives. I agree that the City of Kingston has the right to use pictures of me and/or my merchandise without payment to me. I have read all of the rules and regulations and I agree to comply with them. I understand that any violation will result in immediate elimination from this event.

Representative's Signature: _____ Date: _____

Mail to: **Attn: Debbie Russell Kingston Parks & Recreation**
201 Patton Ferry Road
Kingston, TN 37763