



Sponsor Booth Space Form INFORMATION, RULES & GUIDELINES

DEADLINE – This form must be turned in by **May 23rd, 2014**

VENDING

1. What you plan to give away or sell must be listed on the form on page 2.
2. No beverages or water may be sold or given away as it interferes with the Boy Scout's fundraiser. Food given away must not compete with the food vendors/concessionaires.
3. To sell food a food vendor application must be submitted.

ELECTRICAL USAGE

1. Electricity is very limited and because of the possibility of overloading and burning circuits, power is reserved for food concessionaires.
If it is necessary that you require electricity, you may bring a quiet generator.

SET UP

1. Vendors will be assigned a specific time between 8:30 a.m. and 11 a.m. to arrive and set up booth space on July 3rd. Vendors will be notified of their designated time by phone or email, and must be present at that specific time, to set up, and be open for business at 12:00 Noon.
2. **NOTE: If no one is present at assigned time to set up booth space, booth space will be forfeited!**
3. **Please do not arrive before assigned time this only blocks others that need to set up, and it slows the entire process. NO ONE will be allowed to enter the vending area early or to set up early!**
4. **Canopies/tents must be secured to the ground, due to **high winds** that can arise on the lakefront. Because of damage to the pavement, **no stakes are allowed**; cinder blocks, bricks or other means **must be** used to secure canopies/tents.**

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INFORMATION, RULES & GUIDELINES... Cont.

PARKING/UNLOADING

1. After unloading, all vehicles must be moved to vendor parking, (corner of Spring & Mill Streets next to Redbones Restaurant) this includes cars, trucks etc. Only vehicles being used to sell merchandise/food from will be allowed in vending area (i.e. concession trailers, concession R.V.s)
2. Vending areas will be closed to traffic as follows and will become a **pedestrian area: July 3rd, 12:00 p.m. - 5:00 p.m.**
July 4th, 10:00 a.m. - 10:30 p.m.

SPECIAL NOTE: Anyone driving in vending areas during the above listed times, will be fined \$200.

Please make sure all your staff, and volunteers are aware of this policy

HOUSEKEEPING

1. Booths must be kept clean and maintained in a safe manner throughout the event. Trash may be left in tied-up trash bags next to the trash boxes or cans that will be placed along vending areas.
2. No grease, oils or gray water are allowed to be drained/dripped at vending site, or into lake.
3. Upon leaving, your area must be left clean and free of trash.

SECURITY & LIABILITY

1. Roaming security will be provided the evening of July 3rd, however the City of Kingston, its officials and employees will not be held responsible for theft or damage of equipment or merchandise at any time during your participation in this event.
2. Vendors must comply with all appropriate city and state ordinances and statutes.

TEAR DOWN

1. **On July 3rd** closing time is at 5 p.m. you may either leave your merchandise on displays/tables covered with a tarp, your canopy pulled down sitting over tables/display racks etc...or you may pack the merchandise, take it with you, then set up the next morning between 8:30 - 9:45 a.m.
2. **On July 4th** Tear down may begin at 9:00 p.m., however vendor vehicles may not enter the vending area until 10:30 p.m.
3. All items removed by 1 a.m. on July 5th.



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Business Name	Contact Person
Street Address	City State Zip
Home/Business Phone	Cell Phone Email address

Type of Set up (i.e. canopy, trailer, etc...)

Size of setup width _____ Length _____

Length of time required to get set up _____

Please give a brief description of items you are selling or giving away.

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

Sponsor Booth Space Form
INFORMATION, RULES & GUIDELINES...Cont.

Please read carefully, initial each item and sign below:

- 1) ___ I agree that I must to be present on Wed. July 3rd, at my assigned time to set up my booth, and to be open for business no later that 12 noon.
- 2) ___ I understand and agree that if I am not present at my assigned time on July 3rd to set up my booth, the space will be forfeited.
- 3) ___ I understand and agree that my cars, trucks and like vehicles and those of my staff and /or volunteers must be moved and parked in designated vendor parking area by 11:45 a.m. on July 3rd, and 9:45 on July 4th, and no vehicles will be allowed to depart or enter the vending area between 12 noon - 5 p.m. on July 3rd and 10 a.m.–10:30 p.m. on July 4th.
- 4) ___ I understand and agree that if I or any of my employees, staff and/or volunteers drives a vehicle in designated vendor area between 12 noon - 5 p.m. on July 3rd and 10 a.m.- 10 p.m. on July 4th **that Kingston P.D. will issue a \$200 fine.**
- 5) ___ I understand that the festival hours are from 12 Noon - 5 p.m. on July 3rd and 10 a.m.-10:30 p.m. on July 4th, and I agree to stay and remain open until 5:00 p.m. on July 3rd and 9:00 p.m. on the July 4th.
- 6) ___ I understand and agree that I may not sell or giveaway any food or beverage that conflicts with a food vendor and prior approval is required.
- 7) ___ I agree that it is my responsibility to make my employees, staff, and/or volunteers aware of all the above rules and regulations that apply.
- 8) ___ I have read all the vendor guidelines and rules, and agree to adhere to these. I understand that any violation of these rules and guidelines may forfeit my privilege to participate in any future events sponsored by the City of Kingston Parks and Recreation department.

In consideration of the City of Kingston allowing me to participate in “Smokin’ The Water” (“event”), I hereby agree to waive all claims against, release, and hold harmless the City and all of its officials, officers, employees, in both their public and private capacities, from any and all liability, claims, suits, , losses, damages, attorney’s fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, property arising out of or in connection with my participation in the event. I agree that the City of Kingston, its officials, employees, and representatives have the right to use pictures of me taken at the event without payment to me.

Signature: _____

Date: _____

Please return no later than, May 23, 2014

To: Kingston Parks & Recreation

ATTN: Debbie Russell

201 Patton Ferry Rd.

Kingston, TN 37763

For office use only:

Date Rec'd _____