



VENDOR APPLICATION

Sunday, July 4, 2021 | 3:00 – 9:30 p.m. | Robertson County Fairgrounds

Vendor space is limited. A completed application must be submitted and approved by staff and payment received before the applicant is eligible to participate and/or sell at event. The deadline to apply is Friday, May 21, 2021. For more information, contact Springfield Parks & Recreation at 615-382-1655.

Name of Organization/Business: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

Vendor Type: *No food vendors.*

- Specialty/Craft -- \$25
- Commercial/Business -- \$25
- Value Added Non-Profit – Free (Must provide value-added activity/program. No sales.)

Would you like access to an electrical outlet? *Please note electricity is limited and is not guaranteed.*

- Yes
- No

List of **Products/Services**: *Describe services or products you will be offering and the value you will add to the event.*

VENDOR GUIDELINES

1. It is understood that the vendor will comply with all applicable local, state, and federal laws. Failure to do so may result in immediate forfeiture of vendor status.
2. Upon approval, vendor acknowledges that they will be present for the event for which they have signed up. Should vendor have to be absent from the event, they must notify Parks & Recreation Department staff via phone or e-mail at least three business days before the event.
3. We do not offer exclusivity for any products or services nor do we guarantee you will not be placed near a competitor. We will attempt to limit duplications as much as possible.

CERTIFICATE OF INSURANCE

All vendors are required to provide a Certificate of Insurance to the City of Springfield specifically naming the City of Springfield as an additional insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00). Vendor insurance is due no later than 30 days before the event.

PAYMENT

Cash, Money Order, or Business Check (Made payable to the City of Springfield) will be accepted. Payments can be sent by mail or made in person at the: The Center, 401 N. Main Street, Springfield TN 37172. All payments must be received by 4:30 p.m., Friday, June 4, 2021.

LOCATION

1. Set-up maps will be e-mailed 3 business days before the event. A map will verify the location of the event, set up time, tear-down time, and parking information.
2. The entire set-up must fit in the designated 10x10 foot space. If additional space is required, multiple vendor spots may be purchased.
3. Vendor must ensure that no trash or any other items be left behind and space is returned in the condition in which the space was found.

SET UP & TEAR DOWN

1. Vendor is responsible for all and any setup needs: tables, chairs, shade devices, set up, tear down, staffing, materials, keeping the area clean, disposing of trash, etc. Trash receptacles will be available on site.
2. Vehicles are permitted in the event area for set-up purposes from 11 a.m. to 1:30 p.m. on the day of the event. Vendors must **IMMEDIATELY** unload and then move vehicle to the designated parking area.
3. Vendor tear-down begins after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared.
4. If vendor chooses to use a tent it must be clean and in working condition. It is the responsibility of the vendor to minimize risk. All tents must be weighted down. **NO EXCEPTIONS.**

RAIN & WEATHER

There are no refunds for rain or any other weather-related condition unless the entire event is canceled.

RESTRICTIONS

No vendor permitted under this section will be allowed to do the following. Failure to comply will result in immediate forfeiture of permit(s):

1. Sell or distribute alcohol.
2. Leave a vehicle or cart unattended.
3. Park at a designated spot overnight.
4. There is NO DRIVING ON EVENT GROUNDS permitted during event time.
5. NO smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/ or their agents.
6. Have pets/live animals for sale or accompanied by vendors.
7. Sell or distribute items in glass containers.

Vendor agrees to hereby indemnify and hold harmless the City of Springfield, its appointed or elected officials, employees, agents and sponsors or representatives from any and all actions, causes of action, or claims of any kind or nature which I or my representative may incur as a result of my participation in the City of Springfield's Freedom Fest. Vendor further understands that the organization or its representatives may be photographed or videotaped during the event, and hereby releases and consents to reproduction of such photos or videos for publicity purposes of the City of Springfield. This application does not guarantee vendor space. If selected, vendor will receive an acceptance e-mail by May 28, 2021 with information regarding the event. By signing below, the applicant has read and agrees to the terms of this agreement as outlined by the City of Springfield.

Authorized by (Print): _____ Date: _____

Authorized by (Signature): _____