

# Mount Carmel Block Party Craft and Non-Profit Vendor Information and Guidelines:

## Vendor Cancellation Refund Policy

**Vendor Fees will be refunded minus a \$25 handling fee prior to May 1<sup>st</sup>.**

**Between May 1<sup>st</sup> and June 1<sup>st</sup>, a 50% refund will be granted.**

**No refunds will be granted after June 2<sup>nd</sup>.**

\*Arts, crafts, non-profits and food booths are required to stay open during Block Party hours. Booths must be ready for business at least one hour before the start of the festival.

\*Vendors are responsible for their own booth setup and supplies needed. Tents, Tables, Chairs are NOT provided by the Block Party. No Block Party Personnel will be available to aide in setting up booths or take down of booths.

\*Vendors/Exhibitors are responsible for their protection of their exhibits from the sun, rain or wind.

\*All tents must be firmly secured in case of wind. The Block Party takes place on both paved and non-paved surfaces. A system of buckets filled with concrete may be used. You are prohibited from driving any nails or stakes into the pavement to anchor your tent.

\*Vendor Load In Procedures – Festival personnel will be at the staging area, along the route to the exhibit area and within the exhibit area to direct you to your assigned space for load in and to answer any questions.

\*Due to the nature of the vendor load in – **THERE IS A STRICT LIMIT OF ONE VEHICLE PER VENDOR SPACE PERMITTED DURING LOAD IN.** Bringing more than one vehicle disrupts vendor setup and blocks the road for others. If you bring more than one vehicle, it will not be permitted into the Block Party area until you are cleared, and all others are given a chance to get to their spot. If you must bring more than one vehicle make sure to include all preliminary set up items such as tent, tables, etc., in the vehicle you want to go into the Block Party area first, if no room is available you will have to park the extra vehicle in a parking lot. No vehicles will be allowed in the Block Party area later than one hour prior to starting time.

\*Vendor Load Out – Vendors shall remain open until the official end of the Block Party. No vehicles shall be allowed in the Block Party area one hour after the official closing of the Block Party as this creates a huge safety concern to attendees and fellow vendors. If vendor vehicles enter the Block Party footprint before the close of the Block Party, you will be banned for one year. The safety of all participants is the Block Party's utmost concern and we take this very seriously.

\*Disclaimer of Damage or Injury – The Mount Carmel Block Party cannot be held liable for loss or damage to art, crafts, merchandise, or injury to anyone participating in the event. A Certificate of Insurance is required for all food vendors and is strongly encouraged for all craft and non-profit vendors/exhibitors. Vendors will be required to sign a Release and Indemnification Agreement Form before participating.

\*Electrical service is Not guaranteed to Craft and Non-Profit vendors. It is highly suggested that should you require power that you provide your own source of power such as a generator.

\*The Mount Carmel Block Party is Saturday, July 6<sup>th</sup> from 4-10PM and it is located on Main Street in Mount Carmel, Tennessee. This is an outdoor event and will proceed rain or shine.

\*Due to a limited number of spaces, we encourage you to apply early. Vendor spots will be assigned on a first come-first serve basis. Please complete a signed vendor application form (craft or non-profit). Include a Signed Release and Indemnification agreement form and include the appropriate Booth Fee which is listed on application form. Your application is not complete until we have all signed forms and payment.

\*Vendors are responsible for payment of Tennessee Sales Tax.

# 2019 Mount Carmel Craft Vendor Official Application

Saturday, July 6<sup>th</sup>, 2019 - 4 – 10pm.

Business – Vendor's

Name: \_\_\_\_\_  
\_\_\_\_\_

Contact

Name: \_\_\_\_\_  
\_\_\_\_\_

Phone – Best: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail – Best \_\_\_\_\_

Other: \_\_\_\_\_

TN Sales & Use Tax ID# \_\_\_\_\_

Have you participated in the Mount Carmel Block Party event before? \_\_\_\_\_

If yes – what years \_\_\_\_\_

Please give description of items you intend to sell at the festival. Please make sure that these items are appropriate for this event.

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**Vendor Website or Social Media Link**

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**Vendor Booth Fee's**

12x12 \_\_\_\_\_ \$125 if paid by 5/1/19 - \$175 if paid after 5/2/19

12x24 \_\_\_\_\_ \$225 if paid by 5/1/19 - \$275 if paid after 5/2/19

No entry will be considered for acceptance unless accompanied by all forms, fees and photo's if requested. By my signature below, I commit to participate in this year's Mount Carmel Block Party in Mount Carmel, Tennessee. I further acknowledge and certify that I have correctly filled out the vendor application and read all the festival vendor guidelines and hereby agree to abide by them.

**Applicant(s) signature(s):**

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**Please make checks payable to: Mount Carmel Merchants Association and mail application – and release forms to:**

**Mount Carmel Merchant's Association – Attention Melanie Buchanan (423-530-7801)  
1201 N Eastman Rd., Kingsport, TN 37664**

# Mount Carmel Block Party 2019 Non-Profit Vendor Official Application. Saturday, July 6<sup>th</sup> – 4-10PM

Organization Name: \_\_\_\_\_

Contact Personnel: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Phone – Best: \_\_\_\_\_

Phone – Other: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail Address: Best: \_\_\_\_\_

E-mail Other: \_\_\_\_\_

Have you participated in our Block Party before? \_\_\_\_\_

If yes what year? \_\_\_\_\_

Please provide activities that will take place in your booth or if you have any special needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the items that you will have for sale in your booth:

\_\_\_\_\_

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Website or Social Media Link:

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Please make checks payable and mail application and release form to:

Mount Carmel Block Party – Attention Melanie Buchanan (423-530-7801)  
Horizon Credit Union  
1201 N Eastman Rd., Kingsport, TN 37664

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Booth Fees are waived – but you must be a certified non-profit.