

# 2023 BTC Fiber Valley Fest

## May 6 and 7, 2023

### **Non-Food Vendor Information**

**Contact Information:** Marlene Basham at (423)618-2849

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1. **EARLY** registration deadline is **March 15, 2023**. Spaces cost **\$75.00** per 12'x12' space for 2 days.
2. After **March 15, 2023**, spaces cost **\$100.00** per 12'x12' space for 2 days, upon availability.
3. ***There is a processing fee added if paid online.***
4. **Electricity** will be an additional **\$30.00** for all days. The number of these spaces are limited.
5. You can download and pay on our website at [www.valleyfestonline.com](http://www.valleyfestonline.com) or you can fill out the application and submit with payment to the address provided on the application. **Payment is due with application, which must be postmarked on or before March 15, 2023 to receive the discounted price. The last day applications will be accepted will be those postmarked on or before April 1, 2023.**
6. **Each vendor will receive 1 parking pass per each space purchased.**
7. Location requests will be considered first come-first served and honored when possible.
8. Each vendor is responsible for their own **sales tax of 9.75%**.
9. **Setup begins Friday, May 5th, from 5:00-8:00 pm and must be complete by 9:00 am on Saturday, May 6th. Anyone not set up on Friday night is required to **check in before 9:00 am on Saturday.** The board requests that booths remain open until 9:00 pm on Saturday and 5:00 pm on Sunday.**
10. Vendors must provide their own tent, tables, chairs, power strips, electrical cords, tie downs for tent, etc.
11. Vehicles will **NOT be allowed in the vendor area after 9:00 am on Saturday** without permission of a festival official and all vehicles **MUST be moved to the vendor parking area by 9:00 am.** Absolutely NO unattended vehicles may be left on the grounds the night before the festival.
12. Vendors will have from **5:30 to 8:00 pm to pack up on Sunday, May 7th.** For safety reasons no vehicles will be allowed in the vendor area before 5:30 pm CDT.
13. To prevent accident or injury, any vendor wishing to leave early **MUST notify a festival official.** With permission, booths that can be packed up and "walked out" will be allowed to do so. NO vehicles will be allowed in the vendor area before 9:00 pm on Saturday and before 5:30 pm on Sunday without the permission and escort of a festival official.
14. Each vendor is responsible for leaving their vendor area in the same condition that it was originally received, i.e. removal of all debris such as boxes and trash.
15. Each applicant will hopefully receive a confirmation letter, parking permit, and site map with booth number mailed at least two weeks prior to the event.
16. This event occurs rain or shine! Be prepared for wind, rain, and/or heat/cold.
17. Vendor fees are non-refundable unless your booth has been denied by Valley Fest officials. **Valley Fest has the right to deny any vendor.** If denied, there will be a full refund of fees.
18. **All vendors are required to show proof of liability insurance and read and sign the attached waiver. Please fill out the vendor application completely.**
19. **Valley Fest has a "no pets allowed" and "no smoking" policy.**
20. **Check-in will be on site in the new building.**