

2024 BTC Fiber Valley Fest
May 4 and 5, 2024
Vendor Information

1. **EARLY** registration deadline is **March 15, 2024**. Space cost will be \$25 more after this date. **This deadline will be strictly enforced. No applications will be taken after April 15, 2024.**
2. ***There is a processing fee added if paid online.***
3. **Electricity** will be an additional **\$50.00** for all days. The number of these spaces are limited.
4. **Each vendor will receive 1 parking pass per each space purchased.**
5. Location requests will be considered first come-first-served and honored when possible.
6. Each vendor is responsible for their own **sales tax of 9.75%**.
7. **Setup begins Friday, May 3rd, from 10:00 am to 6:00 pm and must be complete by 9:00 am on Saturday, May 4th. Any vendor setting up before or after these times will do so on your own. The board requests that booths remain open until 9:00 pm on Saturday and 5:00 pm on Sunday.**
8. Vendors must provide their own tent, tables, chairs, power strips, electrical cords, tie downs for tent, etc. This event occurs rain or shine! Be prepared for wind, rain, and/or heat or cold.
9. 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 parking area by 9:00 am**. Absolutely NO unattended vehicles may be left on the grounds the night before the festival. Vendors will have from **5:30 to 8:00 pm to pack up on Sunday, May 5th**. For safety reasons no vehicles will be allowed in the vendor area before 5:30 pm CDT.
10. 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.
11. 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.
12. Each applicant will receive confirmation letter and site map with booth number at least one week prior to the event.
13. This event occurs rain or shine! Be prepared for wind, rain, and/or heat/cold.
14. 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.
15. **All vendors are required to show proof of liability insurance and/or read and sign the attached waiver. Please fill out the vendor application completely.**
16. **Valley Fest has a leash only rule for animals and no animal will be allowed to roam loose.**
17. **We will adhere to a "no smoking" policy. Vendors may smoke only in the designated area.**
18. **Check-in will be on site in the Pickett Pavilion.**
19. **The food inspection application must be filled out online.** The food inspector will be making his rounds starting at 8:00 am on Saturday, May 4th. The food inspector cost is \$30 cash. **REMINDER that food must be prepared on site.**

For questions, please contact one of the following.

Contact Information: Vendor Chairperson **Ginger Maxwell** at (423)605-7040, Site Chairperson **Pam Mooneyham** at (423)488-9483, **Marlene Basham** at (423)618-2849, or **Annette Brown** at (423)902-2020.