

2025 BTC Fiber Valley Fest  
May 3 and 4, 2025

Booth # \_\_\_\_\_

**Vendor Information**

1. **EARLY** registration deadline is **March 15, 2025**. Cost will be \$25 more after this date. **This deadline will be strictly enforced.** No applications will be taken after April 15, 2025.
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. Location requests will be considered first come-first-serve when application/payment is received.
5. Each vendor is responsible for their own **sales tax of 9.75%.**
6. **Check-in will be on site at the Pickett Pavilion. Vendors will be given their vendor site number during check-in and must sign in before set-up. Setup begins Friday, May 2nd, from 10:00 am to 7:00 pm CDT and must be complete by 9:00 am CDT on Saturday, May 3rd. Any vendor setting up before or after these times will do so at your own risk. The board requests that booths remain open until 9:00 pm on Saturday and 5:00 pm on Sunday.**
7. Vendors must provide their own tent, tables, chairs, power strips, electrical cords, tie downs for tent, etc. We do not provide these things. This event occurs rain or shine! Be prepared for wind, rain, and/or heat or cold. It is best if tents are put down at night.
8. 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 4th.** For safety reasons no vehicles will be allowed in the vendor area before 5:30 pm CDT.
9. 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 CDT on Saturday and before 5:30 pm CDT on Sunday without the permission and escort of a festival official.
10. 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.
11. Each applicant will receive a confirmation letter and site map with booth number at least one week prior to the event.
12. 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.
13. **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.**
14. **Valley Fest has a leash only rule for animals and no animal will be allowed to roam loose. This pertains to vendors as well. No animals may be sold on the festival site.**
15. **We will adhere to a "no smoking" policy. Vendors may smoke only in the designated area.**
16. **The food inspection application must be filled out online. This is available on our website at valleyfestonline.com. The food inspector will be making his rounds starting at 8:00 am CDT on Saturday, May 3rd. The food inspection cost is \$30 cash. **REMINDER: food must be prepared on site.****

\_\_\_\_\_  
Signature

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.