

# CRABTREE FARMS

July 16, 2010

**Dear Local Growers, Artisans, and Community Nonprofits,**

We are excited to invite you to join us at Crabtree Farms for the **Fall Plant Sale & Festival** on **Saturday, September 18, 2010**, from 9-4. Unlike last year's sale, this is a ONE DAY ONLY event.

## **VENDOR TERMS:**

- **SET-UP:** Below are fixed set-up times for sale:
  - Friday, Sept 17, 3pm to 6pm
  - Saturday, Sept 18, 7:45am to 8:45am
- **BREAK DOWN:** You may start to break-down your booth as early as 3 pm on Saturday. Please have your booth completely broken-down and packed no later than 4:20. *We request that you have your booth broken-down as close to 3 pm as possible.*
- **FEE:** The fee for selling at the Sale is 10% of your on-site sales, with a minimum of \$25 fee, not to exceed a cap of \$200. The fee will be due at 4:00. (Nonprofits' fees for information booths are waived; if selling goods then vendor fees apply).
- **SITE:** Your site will be in an open field. Vendors are responsible for signage, tables, tents and any other materials needed at the sale. Crabtree will have cardboard flats available for customers to carry their purchases. **Customers will pay you individually, so please let customers know so they don't accidentally walk off with your goods! We will provide you with a "PAY EACH VENDOR SEPARATELY" sign to hang in your booth if you wish.**
- **PLANTS:** To ensure all vendors do well at the sale, growers are not permitted to sell varieties that are being sold by Crabtree Farms. Please review the Crabtree Farms list of plants for sale to check. Examine the list before packing your plants for the sale. **Growers must submit a list of plants they intend to sell 1 week before the sale.**

We want all vendors to have a fun, successful plant sale experience!

Please contact Melanie Mayo with any questions, 493.9155 x10, [mmayo@crabtreefarms.org](mailto:mmayo@crabtreefarms.org).

**Please complete the application attached and mail in if you would like to be a vendor.  
Vendor applications are due by September 1, 2010.**



**2010 Fall Plant Sale & Festival  
at Crabtree Farms  
Saturday, Sept 18, 9am-4pm**

**Vendor Contact: Melanie Mayo**  
423-493-9155 x10  
mmayo@crabtreefarms.org

**Name of Vendor/Company:** \_\_\_\_\_

**Contact/Booth Person:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Description of Booth/Items for Sale:** \_\_\_\_\_

**Does your booth require special needs i.e. electricity?** \_\_\_\_ Yes \_\_\_\_ No

**If yes, please describe** \_\_\_\_\_

**Vendor Details:**

- I understand the booth Fee is 10% of sales made during event or minimum of \$25, per 10 x 10 space, by check payable to Crabtree Farms or cash, and that this fee is not refundable. Fee applies to booths selling goods or services. Booths providing information only, via public service or non-profit orgs are encouraged but not required to pay booth fee. Fee due at end of sale.
- I understand that vendors are responsible for collecting any sales tax.
- I understand that booth spaces will be given on a first come basis, when application is received. Booth space is 10' x 10' (all booths are OUTDOOR spaces). Please provide appropriate and substantial display (including tables & chairs) and cover.
- I agree to setup during Check-In/Setup times designated: Friday, Sept 17, 3-6pm or Saturday, Sept 18, 7:45-8:45am. On Saturday, booth breakdown time can start as early as 3:00, and should not exceed 4:45.

**Completed application must be received by Sept 1, 2009 to:** **Crabtree Farms**  
Attn: Melanie  
P.O. Box 2250  
Chattanooga, TN 37409

**General Release:** I hereby release and agree to indemnify and hold harmless Crabtree Farms and other organizers and volunteers, and the location itself from any and all manner of actions, suits, damages, or claims whatsoever arising from my participation in Spring Plant Sale, including without limitations, any loss or damages to property or anyone's property in my possession or supervisions, including any and all attorney's fees incurred as a result thereof. I understand the terms of this application are subject to change.

**Applicants Signature** \_\_\_\_\_

**Date** \_\_\_\_\_