



**KINGSTON
Parks & Recreation
201 Patton Ferry Road
Kingston TN, 37763**

October 7, 2016

Dear Vendor,

Kingston Parks & Recreation will host its 3rd Annual Christmas Bazaar, on Saturday, December 3rd from 10 a.m.- 3 p.m. at the Kingston Community Center This is a great opportunity for crafters, home-based businesses and small-retail businesses to sell and/or display merchandise to the public during the Christmas season. This event will be held in conjunction with our annual "Candy Cane Hunt & Run" for children,

Vendors will be provided with an eight-foot table and two chairs, at a cost of \$35.00 per table, with a maximum purchase of two tables per vendor.

Space is VERY limited and is on a - first come, first - serve basis, and will be available until all spaces are full or until the deadline of Friday, November 11th, whichever comes first.

If you would like to participate in this event please complete the enclosed form on the next page and return to the Park & Rec. office **WITH YOUR PAYMENT!**

NO TABLES WILL BE RESERVED WITH OUT PAYMENT INCLUDED WITH THE APPLICATION.

This event will be held in conjunction with our annual "Candy Cane Hunt & Run" for children, as well as, games and a visit from Santa.

Thank You,
Debbie Russell, Program Coordinator
Kingston Parks & Recreation
parksprograms@bellsouth.net
865-376-1356

Enclosures



KINGSTON CHRISTMAS BAZAAR Vendor-Exhibitor Application

Business /Organization Name: _____ Contact Person: _____

Address: _____ City: _____

State: _____ Zip: _____ Daytime Phone: _____ Evening Phone: _____

E-mail: _____ Website: _____

Qty of tables wanted _____ X \$35 = _____ Total \$ Enclosed

Please give a listing of what you will be selling and the price or price range of those items.

<u>ITEM</u>	<u>PRICE</u>	<u>ITEM</u>	<u>PRICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand and agree that the City of Kingston will not be liable for any damages to persons or property resulting from my organization's and/or businesses' participation in the Kingston Christmas Bazaar, and as representative of the above named organization and/or business, I agree to hold harmless from any claims the City of Kingston, it's employees, and representatives. I agree that the City of Kingston has the right to use pictures of me and/or my merchandise without payment to me.

I have read all of the rules and regulations and I agree to comply with them. I understand that any violation will result in immediate elimination from this event.

Representative's Signature: _____ Date: _____

Mail to: **Kingston Parks & Recreation**
Attn: Debbie Russell
201 Patton Ferry Road
Kingston, TN 37763



Christmas Bazaar

Vendor/Exhibitor Rules and Regulations

1. An eight-foot table with two chairs will be available to rent for \$35, for crafters, home-based businesses, and small businesses to display/sell merchandise. Space is very limited and is on a first come, first serve basis. Spots are available until all spaces are full or until the deadline of November 11th whichever comes first.
2. Vendors may also use the space behind their table to display merchandise, but must stay within the confines of their space.
3. Guns, weapons, and smoking paraphernalia may not be sold.
4. All exhibitors must stay the entire length of the bazaar, until 3:00 p.m.
5. Vendors who begin breaking down early will not be allowed to participate in any future City of Kingston events.
6. Set up begins PROMPTLY AT 8:30 a.m. on the morning of the event and must be completed by opening at 10 a.m.
7. Young children are not allowed in your vending area, as they can disturb other vendors and shoppers. Please make other arrangements for your young children.
8. No refunds will be issued.

NOTE:

Please Keep This Page to refer to for set up time, and instructions, as no other information will be given out!