



## Border Bash Concert Series Vendor Packet

### Vendor Application Process

Attached to this information packet is a vendor application. Please complete the application and return it to the listed address at the bottom of the second page. Once the application has been received **and approved**, you will be notified. Deadline for vendors is at least two weeks prior to the event in which you are applying for. The first deadline will be May 24<sup>th</sup> for the June 7<sup>th</sup> concert. You must be able to commit to attend the concerts agreed upon below. After the deadline we will still accept vendor applications, but cannot guarantee a space at each requested date. **Fees must be paid to Believe in Bristol AT LEAST one week prior to the event you have applied for.**

### Vendor Policies and Procedures

Although we cannot guarantee exclusivity, Believe in Bristol tries very hard not to repeat similar products and services. We will avoid placing vendors with similar products or services next to one another for the benefit of all.

**Set Up/Vending time:** *Each vendor is responsible for any and all taxes due to the City of Bristol (TN or VA) or the state (TN or VA). All food vendors must carry their own liability insurance and provide Believe in Bristol with a copy of their Certificate of Liability Insurance. The Certificate of Insurance must list Believe in Bristol, City of Bristol VA, and City of Bristol, TN as additional insured.* There are certain restrictions on where vendors can be located. Vendors will not be allowed to set up in front of any open downtown business or restaurant. Placement of outside cooking vendors will be influenced by how the smoke may affect the public and surrounding vendors. **You may set up beginning at 5:00pm on the day of the event. If you are not on the street by 5:30pm, you will not be allowed to participate in the event as children's activities begin at 6:00pm and we cannot risk injury to them.** When you arrive, you will be directed to your assigned area. You must be ready for opening by 6:00pm. Vendors are allowed to begin selling products as soon as our first guests arrive. *\*\*Please note that your tent must be monitored by yourself or an employee at all times. Believe in Bristol is not responsible for any loss that may occur if your tent is left unattended or left to be watched by an adjacent vendor.*

**Clean Up:** Border Bash will last until approximately 10:30pm. Each vendor is responsible for cleaning up their entire area. Please leave our street the way you found it. You are responsible for a timely clean up at the conclusion of the event. If a vendor must leave prior to that time, their booth and its contents must be hand-carried out as no vehicles will be permitted on the street after 5:00pm for the event.\*

**Space available:** Space is limited and will be assigned on a first come, first served basis – as with previous years, we will be marking vendor spaces on the street and you will need to check in with one of our volunteers when you arrive on site. All vendors will have spaces set up evenly on either side of the street, ensuring great foot-traffic flow and visibility. If you are unable to attend, please get in touch with Believe in Bristol by the Friday before the event so that we can adjust the site mapping.

## Vendor Policies and Procedures continued

**Sales Tax:** All vendors are required to pay their own sales tax from any sales made at the Border Bash Concert Series.

**Signage & Electricity:** No signs outside of the assigned vendor space are allowed. We do not have electricity available for all vendors. **Please note on your application if you will require access to electricity.**

**Flyers/Handouts:** Flyers and handouts are prohibited. You may not approach guests at their seats. You must allow guests to approach you at your booth.

**Noise Control:** No generators, loud horns, speakers, microphones, yelling or other noises that might offend other vendors around your location or that would interfere with performers are allowed. Jamming with acoustic instruments is permitted on sidewalks and in doorways. If you need to use a generator, please contact our office so that we can assign you a space near electrical.

**Parking:** There is no reserved parking for vendors. Please be respectful of your prospective customers when parking. We ask that you limit the number of vehicles you need to bring, due to limited parking.

**Weather:** Our Believe in Bristol events are dependent on weather circumstances for the day. If an event is canceled due to weather, you will be notified a.s.a.p.

**Refunds:** We do not allow for refunds, but you may be allowed to reschedule for another concert date if any are available.

**Food and Drink by Vendors:** No food or drink is allowed for sale by craft and material vendors. **No soft drinks or waters are allowed for sale by ANY vendor as these serve as a fundraiser for Believe in Bristol.** Other drinks such as tea and lemonade are permitted. Alcoholic beverages may only be sold inside the Beer Garden, restaurants, or through sidewalk permits obtained by the city. Respective police departments will be enforcing this regulation.

**Tobacco/Alcohol Policy:** Please refrain from using any tobacco products while at the Summer Concert Series. Please remove yourself from the street, and crowded areas, before using tobacco products. The consumption of alcohol while participating as a vendor is strictly prohibited. If seen using these items while participating as a vendor, you will be asked to leave the concert.

**Behavior:** The organizers have full discretion of what is acceptable to sell during all events. You will be asked to leave if your staff or volunteers are not acting appropriately.

\*Please note that this is a community event, which is open to everyone, and therefore there may be other vendors attending who sell similar products or offer similar services.

*Signing this application is acknowledgement that you have read and understand the vendor rules.*

Please return this application (signed by the contact person listed below) to the **Believe in Bristol office at PO Box 1931, Bristol, TN, 37621 or fax application to 423-573-2213.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your support of Historic Downtown Bristol! We can't wait to have fun with you and promote our musical heritage.**

If you have any questions, please call 423-573-2201 or email us at [info@believeinbristol.org](mailto:info@believeinbristol.org)

**Border Bash Summer Concert Series  
Vendor Application 2024**

Name of Business: \_\_\_\_\_ Contact Person or Persons: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address for contact: \_\_\_\_\_

**Dates applying for (check as many as desired, applicable fees due by respective due dates previously listed):**

I am applying to attend only on certain dates (please mark relevant dates below).

Friday, June 7<sup>th</sup> \_\_\_\_\_

Friday, July 19<sup>th</sup> \_\_\_\_\_

Friday, June 21<sup>st</sup> \_\_\_\_\_

Friday, August 8<sup>th</sup> \_\_\_\_\_

I am applying for all of the Border Bash summer concerts (and agree to applicable fees upon approval).

**BOOTH REQUIREMENTS (check one):**

**\*\*Do you need access to electricity? If so, please bring an extension cord. Y N**

\*Please note electricity is **very** limited and therefore not guaranteed. Electric outlets will be assigned on a first come first served basis.

**Craft and Material Vendors:**

\_\_\_\_\_ 10'x10' (\$25 per event- \$15 per each additional space) \*please note number of spaces required

**Non-Profit Organizations/Groups**

\_\_\_\_\_ 10'x10' (\$15 per event per space)

*\*No cost for those who provide a FREE children's activity*

**\*\*\* If you wish to participate in the July 4<sup>th</sup> Border Bash, please request a separate application\*\*\***

Description of items to be sold (please note you may only sell items listed on this application):

\_\_\_\_\_

\_\_\_\_\_

We do our best to hold the event, rain or shine, but in rare instances, extreme weather or circumstances outside our control lead to a date being canceled – if so, we will contact you as soon as possible. In the event of cancellation, music may be moved to an inside restaurant or bar venue, but unfortunately this move would not be able to include vendors.

**Please note that to be a Border Bash vendor, you must return your application at least two weeks prior to the event you are applying for (for example by May 24<sup>th</sup> if you wish to begin participating on June 7<sup>th</sup>, June 7<sup>th</sup> if you wish to participate in the June 21<sup>st</sup> event, and so on.)**