



Old Oak Festival 2016

April 15-17, 2016

Dear Vendor,

It is once again time for the Old Oak Festival. This year's festival will be held April 15-17, 2016 on the campus of Tusculum College. We are hoping for a beautiful spring weekend for our festival this year! We have planned our usual events: all weekend live musical entertainment, food, artisans, crafters, and more. Amusements and entertainments for children will be held on Saturday and Sunday. A chapel service emulating services of the late 1700s will be held at 12 pm on Sunday.

Accompanying this letter, you will find further event information and an application to reserve booth space. Please make note of the deadline and booth category fee charges. The **deadline** to reserve booth space is **March 31, 2016**. This year we will be requiring a \$25.00 deposit in the form of a check. Deposit checks will be returned at the end of the festival on Sunday at 3pm for those that stay for all scheduled vending hours. Please fill out the accompanying form and send it in along with a check made payable to **Tusculum College** to the address below. Regarding this \$25.00 deposit in check form, if the customary 10% of sales(outside booth) or 15% of sales (inside booth) owed at the end of the festival equals less than \$25, the deposit check will be returned and the vendor will be responsible for paying the required percentage. If the percent totals \$25.00 or more then the vendor has the option of allowing Tusculum to keep the deposit as partial payment and the vendor will be required to provide the remainder of the percent not covered by the \$25. No booth spaces will be reserved without payment. Inside booths will be assigned on a first come/first serve basis. All vendors are subject to approval by the Old Oak Festival Committee.

We do extensive advertising and promotion for our festival. Please be committed to remaining for all scheduled vending hours and days (Friday-12:00 to 6:00, Saturday 9:00 to 6:00, Sunday 10:00 to 4:00). We cannot guarantee nice weather so please come prepared and ready to see it through. You are welcome to set up on Friday morning at 8am.

We look forward to seeing you and hope you plan to join us this year!

Sincerely,

David Price
Tusculum College
P.O. Box 5040
Greeneville, TN 37743

For questions or comments please contact: **David Price** (festival coordinator - daprice@tusculum.edu - 423-525-3164)
Jimmy Rader (artisans - jstephenrader@gmail.com - 423-552-3383)
Ella Price (food - ellaroseprice@hotmail.com - 423-620-0180)
Matilda Green (authors - mgreen@tusculum.edu - 423-329-5366)



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Outside booth 10 X 10 - 10% of sales • Inside booth 10 X 10 - 15% of sales

VENDOR REGISTRATION FORM

BEFORE a booth space will be assigned this form **MUST** be completed and returned with a deposit check of \$25 and mailed to the address at the bottom of the page by March 31, 2016. Please print and make sure all information is correct.

Name of Business: _____

Contact Person/Owner: _____

Mailing Address (Street or PO): _____

City, State, Zip: _____

Phone Number(s) with area code: _____

Email Address(s): _____

Number of booth spaces needed: _____ Prefer inside or outside _____

Type of item(s) to be sold and/or displayed: _____

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By signing below I agree to and understand the following:

- **BEFORE** a booth space will be assigned this form **MUST** be completed and returned with a deposit check of \$25 and mailed to the address at the bottom of the page by March 31, 2016. Deposit checks will be returned at the end of the festival on Sunday at 3pm for those that stay for all scheduled vending hours. Booth participant(s) will be responsible for manning their booth all three days of the festival and collecting their own money. All vendors are subject to approval by the Old Oak Festival Committee.
- I will pay in cash to Tusculum College 10% (outside space) or 15% (inside space) of my sales made during the festival by 4 P.M. on Sunday, April 17.
- Inside booths will be assigned on a first come/first serve basis
- I agree to display **ONLY** handmade items (author exception). Other items displayed are subject to removal and the exhibitor may not be permitted to participate in future festivals.
- I am responsible for all taxes. Vendors who registered by the deadline will have a copy of the Tennessee State Tax Form from the Tennessee Department of Revenue in their packets. It is the responsibility of those registering after the deadline to be in contact with someone from the Tennessee Department of Revenue.
- **With the exception of loading and unloading before and after festival hours, I will park ONLY in designated parking spaces.** Vendors will have a parking pass inside their packets. Please display that pass at all times on your dashboard. **Vehicles parking in undesignated areas will be subject to towing.**
- Tusculum College is not responsible for theft, loss, injury, or fire.
- NO alcohol permitted on-site during the festival.
- No shows or those who do not display all three days may not be permitted to participate in future festivals and will not receive deposit checks back after the registration deadline date.
- The festival will be held rain or shine; therefore vendors should make arrangements accordingly.

Print Name: _____

Signature: _____ Date: _____

David Price, Tusculum College, P.O. Box 5040 • Greenville, TN 37743
(423) 636-7303 • (800) 729-0256 Ext. 5303 • Fax (423) 636-7335 • www.tusculum.edu
<http://www3.tusculum.edu/oldoakfestival/>

***PLEASE PRINT A COPY OF THIS FORM FOR YOUR RECORDS