



# EAST TENNESSEE KIDNEY FOUNDATION

## KNOX SHAMROCK FEST™ 2019 Vendor Application & Agreement

Thank you for your interest in being a part of Knox Shamrock Fest™, the region's PREMIER family friendly St. Patrick's Day celebration! Vendors may sell/demonstrate products/services, distribute marketing materials, and showcase their businesses in front of thousands of adults and children attendees & weekend foot traffic in Market Square. Last year we expected 2,000+ people; we ended up with 8,000+!

A vendor booth includes one 10'x10' space covered by one carnival-style tent on Market Square, one 6' table with tablecloth and two chairs. Tents are open on all sides; however, optional side panel(s) may be added. A panel is 7'x20', wraps around one half of the tent in a "U" shape and provides 10' of coverage or a "back wall" on one full side of the tent & 5' of coverage or "side walls" on two adjacent sides of the tent.

Booths must be family friendly and appropriate for young children to see. For maximum benefit, decorating in a Celtic theme and having an activity & fun items for children will attract more people to a booth. **\*\*VENDORS MAY NOT SELL OR DISTRIBUTE FOOD or ALCOHOL IN ANY FORM OR FASHION, nor sell/distribute/incorporate any item into their booth which is not listed on the booth description below.\*\***

Email completed application to [admin@etkidney.org](mailto:admin@etkidney.org), or mail to East TN Kidney Foundation, P.O. Box 22072, Knoxville, TN, 37933, no later than March 1, 2019. Vendor must include detailed description AND photo of proposed booth. Space is limited; this application does not guarantee a reservation. We reply to all applicants. Approved vendors agree to 1.) promote participation in Knox Shamrock Fest™ to customer base online, on social media using **@etkidney** & **#knoxshamrockfest** (minimum one post per platform: Instagram, Facebook & Twitter), email/website/other, 2.) visibly display event poster to customers on both sides of storefront windows.

Company Name \_\_\_\_\_ High-Resolution Logo Submitted? \_\_\_\_\_  
*(Provide name exactly how it should appear in publications.)* *(Submit high-resolution logo via email)*

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Company Website \_\_\_\_\_

Social Media Handles: Instagram @ \_\_\_\_\_ Facebook.com/ \_\_\_\_\_ Twitter \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Booth Description (appearance, items sold, displays, activities/games): \_\_\_\_\_

Date(s) Requested (select one) \_\_\_\_\_ Both days \$600; \_\_\_\_\_ Friday 3/15 ONLY 3-10p \$300; \_\_\_\_\_ Saturday 3/16 ONLY 10a-10p \$400

- Vendor Fee:** \_\_\_\_\_ \$600 both days; \$300 Friday only; \$400 Saturday only
- +Add-Ons:** \_\_\_\_\_ Tent Side Panel \$75 (U-shape, 7'x20', will cover back 10', 5' on each side)
- \_\_\_\_\_ Extra Chairs \$5 each (Quantity \_\_\_\_\_ x \$5/chair = \_\_\_\_\_)
- \_\_\_\_\_ Add vendor name/logo with hyperlink to company website \$100 on Knox Shamrock Fest™ website...  
...active within 48 hours of your application approval confirmation, posted until at least March 31, 2019.
- \_\_\_\_\_ Overnight Security to leave booth set up for next day \$100 (see details below).

**SECURITY Policy:** ETKF uses professional security services overnight, Friday, 10pm, until Saturday, 7am. Adding Overnight Security allows vendor to leave most items overnight, but vendor MUST remove cash & valuables. In case of inclement weather all items left overnight must be packed, secured together & either stored in waterproof containers or placed OFF the ground covered with a tarp or plastic. ETKF will NOT be held responsible for any damage to or loss of property due to acts of nature. If vendor reserves both days but does NOT add Overnight Security, vendor MUST remove all items from booth overnight & set up again Saturday morning before 9am; ETKF will NOT be held responsible for any damaged, lost or stolen property, nor damage to or loss of property due to acts of nature.

**TOTAL FEE = \$ \_\_\_\_\_ Make checks payable to East TN Kidney Foundation, Inc. or Pay Online: ETKidney.org**

\_\_\_\_\_ Payment submitted online. \_\_\_\_\_ Check included with this agreement. **REFUNDS:** If your application is denied or space becomes full, ETKF will issue a full refund immediately. Refunds will not be made for any other reason.

I, \_\_\_\_\_ (print name), do hereby state I am authorized to complete this vendor application & agreement; enter into contract for participation in Knox Shamrock Fest™ in exchange for agreed upon fee; I understand & agree to refund & security policies; I agree to remit full payment to ETKF upon submission of this vendor application & agreement.

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

Contact Katie Martin at 865-209-8885 cell or [katie@ETKidney.org](mailto:katie@ETKidney.org) for Questions, Reservations, Assistance.