

DARKHORSE

ENTERTAINMENT, LLC

www.TMFaire.com

C: 865-466-1902



General Vendor Guidelines

Tennessee Medieval Faire | Tennessee Pirate Fest

Physical Site Address: 550 Fiske Road, Harriman, TN 37748 • **Mailing Address:** 150 Culton Ln, Kingston, TN 37763 • **Vending Email:** TNMedievalFaire@gmail.com

Juried/Quality: Vendors wares are juried to ensure quality and fit. **Items should fit within event time-period.** An approved craft vendor MUST hand-craft the majority of their own work. No imported work, work made from kits, or work made by others (with the exception of master and supervised apprentice). Food products must be of high quality. Food vendors must comply with health department rules and regulations, provide a current copy of liability insurance, and (if cooking onsite) to list the DHE as “additionally insured.”

Fees: For a 12’ tent space sales frontage, vendor fee for Crafts is \$40/day (with credit is \$41.50/day) or for Food \$80/day (with credit \$83/day). Payment and signed contract are due after being approved for the show. Please write checks/MO to **Darkhorse Entertainment, LLC**. In the memo line, write Craft or Food. Payment is non-refundable within 30 days before the show opens, unless the show is totally cancelled before opening. A \$25 fee will be added for returned/NSF checks. Payment after due date is subject to a \$50 late fee.

Tents: Vendors will provide own tent, cart, or booth; ropes and weights as needed; tables, chairs, and décor. Pop-up tents are acceptable, but tents must be waterproof and flame retardant. Vendors must provide and maintain one fire extinguisher per booth (5-10 lbs, 20 lbs for vendors with flame/fire). Vendors should provide own wood chips (or the like) in case of rain. Water and power are available, but limited (preference will be given to food vendors and craft demonstrators). Please indicate utility requests on your application. Generators are subject to our approval, but no loud generators are permitted. After closing each day, vendors must clean up their own area, putting trash in the dumpster or taking it home. Do not pile up trash in front of your tent for the site crew to pick up.

Placement and Parking: Vending map will be distributed at orientation (Saturday before opening) and emailed thereafter, and a parking map will be provided. For approximate placement, vendors’ last names will be written on a card and stapled to a nearby tree or fence. Vendors are asked to line up the front of the tents and work with us and each other. Vendors are not permitted to move their tent placement without our permission. Only one vehicle per food vendor is permitted to park beyond the command tent/costume shed (and no craft vendors unless negotiated with us).

Tent Décor & Costumes: Tent décor should be added to support the festival theme. Contemporary tables and chairs must be covered with a suitable cloth, and contemporary storage containers must be kept out of sight. All participants are required to wear at least a suggestion of a costume that fits the festival theme and family nature of the show.

Hawking & Interactions: “Hawking” (drawing attention to your wares) is encouraged if done in a “period,” neighborly and family-friendly way. Pleasantly interacting with others onsite is encouraged. All conversations should be friendly; and if vendors have issues, they should contact us to resolve. Vendors who cause issues are subject to being asked to leave without refund.

Attendance: Booths must be attended at all times. Having an assistant is encouraged to give you breaks; with a maximum of 2 assistants per booth per day, unless otherwise negotiated. All participants must be listed on the participant list for security check-in and sign our release agreement. Inviting guests to come through the participant check in for free is strictly forbidden. The festival is open rain or shine. Vendors who do not vend during bad weather (but the show is open) will not be asked back. If you cannot vend for any reason, please alert us ASAP.

Credit: Being able to accept both cash and credit/debit cards is encouraged. Vendors must bring own “bank” and supplies, such as ice, if needed. Some vendors have found bringing an extra device as a “hot spot” helpful.

Security: Gates will be closed after show hours. However, the festival is **not** responsible for loss due to weather, theft, etc. Do **not** leave valuables in your booth overnight. The festival does not provide night security.

Housing: Some free primitive onsite RV/tent camping is available for participants, if necessary and requested. Showers are available onsite (one solar shower) and at Anytime Fitness in Harriman with a 24/7 key fob. (Festival rents a few key fobs for participants to check out and return after each use; or rent your own during business hours for \$10 for run of show 865-590-7429). Motel discounts will be negotiated and the information shared.

Guidelines Updated: 7-11-22