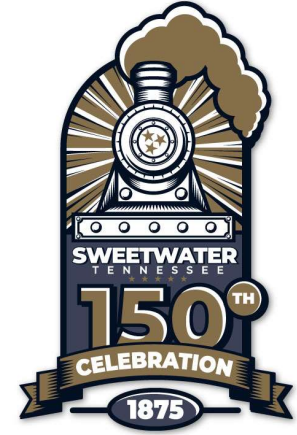


# Sweetwater Fair 150<sup>th</sup> Celebration

September 18-21, 2025

Thank you for your interest in our fair celebrating the City of Sweetwater's 150<sup>th</sup> year! This application is for food, craft, and produce/nursery vendors. Completing the application does not guarantee acceptance. If you have additional questions, please do not hesitate to contact us and be sure to view our website at [www.sweetwatertn.gov](http://www.sweetwatertn.gov) or [sweetwatertn150.com](http://sweetwatertn150.com). Also, our facebook pages, Sweetwater Merchants and Property Owners Association Inc and Sweetwater Main Street will have event information.



Best regards,

Jessica Morgan & Hayley Isbill  
[jmorgan@sweetwatertn.gov](mailto:jmorgan@sweetwatertn.gov) & [hisbill@sweetwatertn.gov](mailto:hisbill@sweetwatertn.gov)  
Vendor Coordinators- 423.337.6979

## Selection Criteria

The fair strives to provide its Guests with the most variety, uniqueness, and value in the southeast throughout the festival. Our Food Vendor selections reflect this goal as well. We also give consideration to factors that will maximize your potential for profits including limiting the number of vendors selling like products, matching your price points to our audience, and others. We encourage nurseries and those selling agriculture products to apply. We will not limit the number of agricultural products in order to promote the theme of the festival. The first 5 nurseries or herb/flower vendors will be given a discounted space in a prime spot for \$10. We will not accept home improvement direct sale or information only/political party or candidates with information only type vendors.

Vendors who have participated in prior festivals and meet all festival criteria will be given priority consideration. The remaining spaces will be filled based on a variety of criteria including variety and uniqueness of menu, quality of presentation and food, experience with large events, and value. The Vendor Coordinator will determine which vendors best meet the needs of the festival, **which may include the behavior and attitude of the vendor**. Decisions of the Vendor Coordinator are final, but feedback may be submitted to [jmorgan@sweetwatertn.gov](mailto:jmorgan@sweetwatertn.gov).

## Location and Placement

Each vendor space will be in downtown Sweetwater, along Main Street, at the Duck Park or Depot, Main Street Marketplace, or other open spaces in the downtown area.

You will be notified of the area you have been selected for in your acceptance letter.

## Fees

The Fee is \$75.00 per space. Artisans and crafters fee is \$50 per space. Non-profit groups with a 501 (c) 3 status or local presence of at least 3 years have a reduced rate of \$25.00 if they choose to be in the designated Non-profit area. If they request a space outside of the non-profit area, the full \$75 fee will be required. Agricultural products (Apples, flowers, herbs, etc) have booth fees available at \$25.00. Non-power spaces are available for \$50. Space is limited, and a limited number of non-profit and agricultural booths will be allowed. The fee for each space includes the following:

- Vendor space
- Electricity (except non-power spaces)
- Trash Fee
- Sweetwater City Vendor Fee (Does not include health department certification)

No refunds will be issued unless the festival is cancelled. Your space will not be reserved until payment is received.

## Menu Choices & Sales Items

On your application, please fill out your top three menu choices (including additional items you would like to serve in case of cold weather). Please choose unique items that have less chance for duplication. We will do our best to give selected vendors their first choice, but cannot guarantee they will receive it. We do not want numerous duplications of product at the festival since it is not in the vendors best interests for profit and not in the Guests best interest for variety, but we will duplicate some items in order to meet crowd demands. Very unique items have always been the subject of special stories with our local news media. This is a great way to get the word out about your product. You are encouraged to be creative with your menu and sales items.

Once the festival has approved items, there are to be no substitutes or changes in products. Changes or substitutes may void the vendor agreement with the City of Sweetwater and violations will result in dismissal from the festival as well as forfeiture of all vendor fees.

## Quality and Presentation

- We ask that you send a photo of your booth set up. The look of your booth and your unique menu is important to us and is a major factor in our selection process.
- All signs must be clean, professional and in good taste.
- All prices must be marked prior to inspection and at all times during the event.
- Uniforms, language, and gestures of staff as well as booth displays and signage must be suitable to a family-oriented event. Inappropriate content or conduct in any booth will result in dismissal.
- NO ALCOHOL OR TOBACCO PRODUCT OR THE USE OF ANY OF THESE IS PERMITTED AT ANYTIME IN YOUR BOOTH.

## Operating Hours

Vendor must be set up and ready for business no later than 11 am on Thursday and must remain open until the designated closing time for the vendor's location. Required operating hours are 12 pm to 8 pm on Thursday and Friday, Saturday 10 a.m. to 7 pm, and Sunday 1 pm to 5 pm. You may sell outside these hours if desired. If all spaces are not sold, we may permit vendors to sell Saturday only, but you must get permission from the vendor coordinator. Activities in downtown Sweetwater will begin at noon on Friday and include live music and the preparation for the BBQ contest. Your vendor fee includes all four days and priority placement will be given to those vendors who sell all four days. We would also encourage you to check out our year-round open-air market the "Main Street Marketplace" on facebook, which hosts outdoor vendors and is available by calling city hall or registering online at [sweetwatertn.gov](http://sweetwatertn.gov). Rates start at \$10 per day.

## Safety and Public Health

- Prior to opening and operating, vendors must be in compliance with the following. Any safety hazards must be resolved and corrected prior to opening.
- Each booth is required to have a 2A 10 BC fire extinguisher and comply with fire Marshal codes and regulations.
- An inspection may be done by the City Building Inspector and Fire Chief and Monroe County Health Department.
- Vendors must be in compliance with all safe operating procedures, rules and regulations prior to operating.
- Vendor must comply with State Health Department Regulations. Standard food service practices including hand-washing buckets, hair containment and plastic gloves are festival policy. The Monroe County Health Dept may be reached at 423-442-3993 regarding permits and fees.
- Vendor is responsible for covering and/or taping down all electrical cords, securing awnings, etc, according to safety code and eliminating any trip hazards or other hazards to Festival Guests and staff as well as Vendor's staff.
- LP Gas containers must be anchored with chain to a post or other secure item.

## Tax Liability

Vendor is responsible for all applicable state, federal, and local taxes.

## **Application Deadline**

Priority Deadline is June 15th. We will send an email for your acceptance and another in September to provide setup instructions.

Please Include in your Package:

- Application (signed and dated)
- A copy of your Menu and Pricing for the event (your specialty items)
- Photos of your display including signage and any additional information (if available)
- A copy of your Certificate of Insurance (food vendors only)
- A copy of your Health Department Certificate or mobile food permit (if applicable)
- Fees

## **Set up, Break Down, and Waste Disposal**

All vendors are responsible for their own set up, break down, and all needed supplies (for example: tables, chairs, extension cords and fire extinguishers will not be provided by the festival.)

Vendors are required to have a garbage can and supply their own garbage bags. All vendors will be responsible for site clean up and removal of surplus products, equipment, oil etc.

Vendors are responsible for maintaining a clean, appealing site. Behind the booth is a festival area and should be kept in proper order. Trash should be moved to receptacles and should not be left behind booth space or stacked around the booth.

Vendor may set up as early as 8 a.m. on Friday. With permission from the vendor coordinator, Trucks and Trailers are encouraged to set up on Thursday and be left overnight, but Vendor is responsible for the security of their booths. Police will patrol the area, but there is no guarantee of stationed overnight security.

## **Electricity**

All extension cords should be of 12-gauge copper with no splices. There will be no hard tail hookups allowed. All plugs must have OSHA approved ends. All electrical outlets are of the GFCI type. Due to limited power availability, we cannot allow the use of heaters.

Due to concerns regarding overloading circuits as well as limited available power, you will be asked to choose power requirements on the application. If your power requirements exceed these options, please indicate on the application so that we can determine if accommodations can be made.

## HOLD HARMLESS AGREEMENT AND AGREEMENT TO TERMS AND CONDITIONS

The undersigned hereby releases and agrees to indemnify and hold harmless Sweetwater Merchants and Property Owners(SMPOA), Sweetwater Main Street, Sweetwater Valley Citizens for the Arts (SVCA), the Vendor Coordinator, and the City of Sweetwater, its employees, agents and assigns, and the volunteers for the same regarding any and all liability for damages or injuries to persons or property which the undersigned, his or her agents or employees may sustain while participating in the Festival or any events leading up to the Festival or related to the Festival or related to the Festival. Such indemnification shall include reasonable attorney's fees and costs.

I have read the application and agree to abide the rules or regulations of the Fair as set forth herein and to be subject to the penalties provided for failure to comply. I understand that the Fair, SMPOA, Sweetwater Main Street, SVCA, the Vendor Coordinator, and the City of Sweetwater reserves all rights to refuse participation based on Event guidelines. If these guidelines are not upheld and if I fail to comply timely with any of these rules or regulations I may be barred from participating in the Festivals both this year and for future years and that I may be subject to any fines or penalties set forth in this document, I also hereby consent and authorize the Fair, SMPOA, SVCA, the Vendor Coordinator, and the City of Sweetwater to use film, video, sound recordings, and or photography and written or verbal information supplied by me for the purpose of publicity and or promotion and or advertising. No claim of any nature arising out of, or connected with, said photography, publicity, promotion or advertising will be made by me, my survivors, or assigns.

I understand that all promotion of my items by me must take place within the confines of my booth. I further understand that there are no refunds or rain checks. The duplication or use of any trademarks or logos belonging to the festival is strictly prohibited.

I have read and agree to all the regulations stated above and in consideration of applying for the Fair agree to be contractually bound to the same. I understand that if litigation is necessary to enforce the terms of this contract that the Fair, SMPOA, SVCA and the City of Sweetwater shall be entitled to recover from me their reasonable attorney's fees and litigation costs.

Company Name (Please print) \_\_\_\_\_

By (Signature) \_\_\_\_\_ Date \_\_\_\_\_

This application, fees and supplemental materials should be submitted to:  
City of Sweetwater 150<sup>th</sup> Fair, PO Box 267, Sweetwater, TN 37874

# Sweetwater 150<sup>th</sup> Fair Vendor Application Form

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work or Cell Number \_\_\_\_\_

Please describe prior Festivals/Events Experience

Describe all products to be sold: \_\_\_\_\_

List your facebook page, Instagram, and website here: \_\_\_\_\_

Are you available to vend BOTH days- Friday & Saturday? Y or N

### LOCATIONS:

Please select preferred location- all areas are highly visible with activities throughout the festival.

#### **Main Street**

#### **Duck Park**

Number of Spaces desired \_\_\_\_\_ Number of Spaces desired \_\_\_\_\_

#### **Main Street Marketplace** \_\_\_\_\_ **Depot/Visitor's Center**

Number of Spaces desired \_\_\_\_\_ Number of Spaces desired \_\_\_\_\_

**Non-Profit Area- Number of Spaces desired** \_\_\_\_\_

### **Specify the type of electrical hookup you will need:**

NONE \_\_\_\_\_ (Some Non power spots are highly visible if you can use a generator or battery powered device, you may get a better spot.)

#### **Standard Outlet:**

1 (one) 20 AMP 120 Volt 3 Prong Plug \_\_\_\_\_

1(one) 30 Amp Plug \_\_\_\_\_

1 (one) 50 AMP 240 Volt 4 Prong Plug \_\_\_\_\_ OR 1 (one) 50 AMP 240 Volt 3 Prong Plug \_\_\_\_\_

If we no longer have power spaces left, do you want to participate and use a generator? \_\_\_\_\_

If additional power hookups are available, vendors will be able to rent an additional 20 AMP for \$25.

Do you want to set up early? If so, when? \_\_\_\_\_

Are you operating out of a Trailer \_\_\_\_\_ Please specify size of trailer including the tongue of the trailer \_\_\_\_\_

Are you operating out of a Tent \_\_\_\_\_ Please specify size of tent \_\_\_\_\_

Please submit along with this application and hold harmless agreement:

- Application Fee- \$75 per powered space & \$50 per non-powered space. See rules for agriculture/non-profit rates.
- A copy of your Menu and Pricing for the event (your specialty items)
- Photos of your display including signage and any additional information (if available)
- A copy of your Certificate of Insurance

\_\_\_\_\_  
Signature of Owner/Operator

You will receive a confirmation email if registering online and paying through Paypal. Around April 15, we will send a vendor acceptance email with instructions and setup information. We reserve the right to reject any and all vendors without providing a reason. But the #1 Rule is – Don't be rude! If you can't work well with others, please do NOT register for this event.