

**Smoky Mountain Scottish Festival & Games  
at Maryville College in Maryville, Tennessee May 20-21 2017**

This agreement is between the Smoky Mountain Scottish Festival & Games, hereinafter called "SMSFG" and \_\_\_\_\_ hereinafter called "VENDOR".

\_\_\_\_\_  
(Name of Business) (Contact Person)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip) (Phone w/Area Code)

Email: \_\_\_\_\_  
(cell phone to contact you in route)

Website Name \_\_\_\_\_

**The vendor agrees to**

- Sell Scottish/Celtic merchandise, as approved by SMSFG, at this festival.
- Stay open both festival days. Hours of Operation: Saturday: 8:00am-8:00pm Sunday 9am-4pm
- Food Vendors are asked to stay open thru the Ceilidh on Saturday night.
- Set up on Friday May 19 starting at 8am. Packets will be available at the lower gate at 1pm – 5pm.
- Accept tent/booth location as designated by SMSFG Vendor Coordinator on Friday May 19<sup>th</sup>.

**Vendor Site Space & Equipment Selection**

Select your space needs and list cost below under **Fee** column below

1) 10'x10' = \$150    2) 10'x20' = \$200    3) 20'x20' = \$250    4) 30'x20' = \$300    5) 30'x30' = \$350

Item	Details		Number	Fee	Subtotal
Vendor site /Space Fee	1,2 get 2 free passes 3, 4, 5 get 4 free passes	Your space size:		\$	\$
Food Service Vendor	Local Permit			\$30	\$
Electrical Service (see page 2)	120 volts	1-2 plug ins		\$25	\$
		Extra 1-2 plug ins		\$25	\$
	240 volts	1-2 plug ins		\$40	\$
		Extra 1-2 plug ins		\$40	\$
Rentals	10'x10' tent			\$125	\$
	10'x20' tent			\$235	\$
	20'x20' tent			\$245	\$
		Side tarps		\$50 set	\$
	30'x20'			\$300	\$
	30'x30'			\$350	\$
		Side tarps		\$70 set	\$
	6' table			\$8 each	\$
	8' table			\$9 each	\$
	Fold Chair			\$3 each	\$
Extra weekend passes	Half price until May 17	Maximum of 4		\$12.50	\$

**Submit Payment with application based on this total:** \$ \_\_\_\_\_

**Required Vendor Information**

Describe the products you sell in general terms: SMSF & Games mission is to provide Scottish food and merchandise for its visitors. Others may not be approved

List your top 6 items you have to sell: (Food or Merchandise)

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_ 6. \_\_\_\_\_

Customer access to your tent/booth: Enter into your tent/booth? Yes / No \_\_\_\_\_  
Line up outside to view perimeter tables? Yes / No \_\_\_\_\_

**Vendor Electrical Requirements**

Service is available to select merchandise booths and on one side of the food vendor area. Access to these electrical facilities adds additional fees to your booth rental. Please be sure to request electricity on your application so we may place your booth accordingly. We will try to locate you as close as possible to electrical panels. However, we do not supply extension cords, you should bring at least 100' of extension cords.

**If you have selected and paid for electrical service, you must fill out the following:**

Did you select Electric service on page one and include payment? [ ] Yes

If you require electricity, please select one or more of the following:

- [ ] 120 Volt, 20 Amp Circuit Minimum # of Circuits (plug ins) needed \_\_\_\_
- [ ] 240 Volt, 20 Amp Circuit Minimum # of Circuits (plug ins) needed \_\_\_\_
- [ ] 240 Volt, 30 Amp Circuit Minimum # of Circuits (plug ins) needed \_\_\_\_
- [ ] 240 Volt, 50/60 Amp Circuit Minimum # of Circuits (plug ins) needed \_\_\_\_

**If your electric needs are not listed and annotated above and included on the fee chart on page 1, you will NOT have access to electrical power.**

**Additional Vendor Needs**

Ice Needs Setup Saturday \_\_\_\_\_ lbs. Estimated Daily Use \_\_\_\_\_ lbs. Sunday \_\_\_\_\_ lbs.

Is there anything else we need to know about your vendor business to more effectively help you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Vendor Actions**

1. **Complete the entire Application** and Agreement form (space, electrical, fees, description of wares).
2. Order enough **passes/ wristbands** for your assistants for field entrance on Saturday and Sunday.
3. Include your **check** for full payment of all fees (space, equipment rental and electrical needs).
4. Attach your current **Liability Insurance Certificate**.
5. Attach photos of your tent set-up, with wares for our visitors, including signs.
6. Sign and date page 3 of the application / agreement
7. Address the application vendor packet to:  
**SMSFG**  
**576 S. Foothills Plaza Dr.**  
**Box 169**  
**Maryville, TN 37801**
8. Mail your application packet no later than February 28, 2017

**Liability/Hold Harmless Release:** The participant recognizes that participation in the Smoky Mountain Scottish Festival & Games (Games) involves a risk of physical injury including that caused by the negligence of the Participants, City of Maryville, Maryville College, Blount County or the Smoky Mountain Scottish Festival & Games. By signing herein, the Participants voluntarily releases., waives and relinquishes any and all current or future claims against SMSFG, the City of Maryville, Maryville College or Blount County for personal injury, property damage or wrongful death occurring to the Participant(s) arising out of participation in the Games, and agrees to indemnify and save harmless the SMSFG, City of Maryville, Maryville College or Blount County from any claim against it for personal injury, property damage or wrongful death to the Participants, to the extent allowed by law.

SMSFG agrees to provide the vendor with services noted and vendor agrees to cooperate fully with SMSFG as stipulated in this agreement.

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**Date**

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**Vendor signature**

**Policy Changes for 2017**

**Games Passes** - All games attendees must wear a wristband in a visible place or they will not be allowed on the field on Saturday or Sunday. Be sure you order enough passes/wrist band for all assistants for both days.

**Ceilidh** – Cost of the Ceilidh is included in the ticket this year. Attendees this year will not be asked to clear the field as in prior years. This change is in response to several vendor's requests to stay open longer. We therefore ask all vendors to consider staying open a while longer this year and to enjoy the evening's music. Food vendors are asked to lengthen their hours as well.

**Vendor Consideration**

2016 vendors will be given first consideration as long as their application is in our hands by March 1, 2017. New vendors will be considered in the order they are received as well as our needs for their goods.

**All applications must be in our hands by March 1, 2017 to be considered.**

## 2017 Operating Policy and Procedure Changes – Supplemental Information

We appreciate your replies to our request for post-game comments. Your comments were consolidated, reviewed and brought to the board for consideration. As a result, we have implemented a few policy and procedural changes. It is our intention and hope that these changes will result in a better working environment for all of us.

### Games Pass Required

All attendees, participants, vendors, volunteers, etc. will be required to wear the wristband/ pass in order to come onto the games fields. These passes will be checked / sold at all entrances, including the Ticket Tables at the Main Gate and the Vendor Check In station at the Lower Gate.

Vendors are given some free passes as a part of the application fee, this year's difference is based on your post games comments from last year. Please order enough passes for all the staff helping you at your stations/tents. The passes will be in your Welcome Packet at the Vendor Check in on Friday afternoon.

### Ceilidh

The Ceilidh is now included in the price of admission and attendees will not be asked to clear the field. Therefore, we encourage vendors to stay open longer for more business.

### Check in Location

Vendor Welcome packets with parking passes and wristbands will be handed out at the lower gate. They will be available Friday, May 19 after noon. You can begin set up sooner, but please pick up the packet by 5pm on Friday so you will have the documents needed to park and enter the field on Saturday.

### Set up Time

Vendors are asked to set up on Friday starting at 8am. We hope this will give you enough time to set up and display your merchandise. If you require more time, starting on Thursday afternoon: please contact the Vendor Director Tim Richards or Chairman Rick McClain to discuss your needs. Electrical lines must be set prior to any vendor setting up on the field.

Saturday Set up: 6 - 8 am and remove vehicles from the field before 7:30 am.

### Food Vendors

Hours: You now have the opportunity to stay open through Saturday night till 8pm to sell your product during the Ceilidh.

Health Inspection –: We request you set up on Friday, as the Tennessee state health department inspections will begin at 2 pm. You will receive your temporary food service permit at that time. Your inspection permit should be displayed by 7:30 am on Saturday when all cars must be off the field.

### Vehicles on the field

We have a policy to limit vehicles on the field. If you have parked a vehicle or trailer behind your tent/area in the past and wish to do so this year, please inform us on the application form.

### Staff Requests

Please let us know in advance, on the application form. if you think you may need additional local personnel to staff your area. We will try to locate staff for you to hire for these games.