



MARKETPLACE AT RIVERBEND

Vendor Application/Agreement

Upon approval, this application will serve as your vendor agreement.

Marketplace at Riverbend

(DEADLINE FOR SUBMITTING THIS DOCUMENT: March 30 unless sold out prior to)

Friends of the Festival 
 Karen Shostak, Director of Sales
 180 Hamm Rd
 Chattanooga, TN 37405
 karen@riverbendfestival.com or 423-756-2212

Company Name

Company Contact

Address

City, State, Zip

CELL #

EMAIL

Location Description (Frontage x Depth) Vendor Tent & Weights Required		
<input type="checkbox"/>	10' F x 10' D	\$200
<input type="checkbox"/>	20' F x 10' D	\$400
<input type="checkbox"/>	30' F x 10' D	\$600
	More than 30'	Add \$200 for each 10'

Please type or print clearly.

Description of Location (Frontage x Depth) Vendor Tent & Weights Required		
Certificate of Insurance attached	<input type="checkbox"/> yes <input type="checkbox"/> no	Once approved, your COI must be submitted to the festival office prior to setup
Licenses (Are you a local vendor?)	<input type="checkbox"/> yes <input type="checkbox"/> no	If you are not a local vendor, City & County licenses are required and may be obtained through the city treasurers office.
Please indicate the number of staff that will be working at your location:	_____	Please note that no parking is available for personal vehicles. All personal vehicles must be parked off site.
Do you have special electrical needs? Please explain	<input type="checkbox"/> yes <input type="checkbox"/> no	

Please provide either a list of merchandise and pricing to be sold or a description of your art. (Use additional paper if needed)	Event Pricing

No food & beverage items may be sold in this area. Additional items restricted from being sold in this area are Tee Shirts and Hats.

VENDOR SIGNATURE

PRINT

Date

OFFICIAL USE ONLY	
FORM ROUTING	AUTHORIZED BY INITIAL:
SALES OFFICE	
APPROVED	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO	

The Marketplace at Riverbend

Guidelines

- Vendor placement is assigned on a first come basis.
- All arts & crafts vendors must remain with their booths for the duration of the festival, even if the entire body of work is sold. Arts & crafts vendors may not break down booths before closing time on any day of the festival unless authorized by a Riverbend Official.
- Set up for your location, if approved, may begin on Saturday prior to the festival but must be completed by Tuesday morning prior to the festival. This allows for all inspections to be done on Tuesday afternoon prior to the festival. (This applies to your structure only. Not product)
- No apparel or food & beverage items will be permitted.
- Sales: The arts & crafts vendor must handle all sales. Artists are required by law to pay taxes. Tennessee sales tax is 9.25%. Representatives from the Tennessee Department of Revenue will be on site to check for valid tax identification numbers.
- Security: 24-hour security is provided before and throughout the Festival. However, all arts & crafts vendors work at their own risk. It is understood that the Riverbend Festival is not liable for property of any arts & crafts vendor. Arts & crafts vendors are considered to be independent contractor, and must show proof of Insurance. Limited space is available for a storage container. No personal vehicles may be parked on site.
- Festival dates **are May 29th- June 1st, 2019**. Gate times are 5:00 to approximately midnight.
- Forms and payment **MUST** be received by March 30th unless sold out prior- and must include at LEAST 3 pictures. No apparel or Food and Beverage items will be accepted.
- Locations are sold on a first come first serve basis and are limited. Once sold out, it is possible to be placed on a waiting list.
- The \$200 remittance is a booth fee. If your location is approved a location will be assigned to you. Total charge for location is \$200 for every 10' x 10'. Vendors not approved will be refunded the \$200 remittance. Additional charges may apply based on licenses or electrical needs. **Business Licenses must be obtained by the vendor with the City of Chattanooga & Hamilton County and are the responsibility of the vendor. Information on how to obtain these licenses will be communicated in memo's prior to the event.**
- Riverbend will determine which vendors are approved.
- Forms are date stamped upon receipt and are processed in that order.
- RETURNED CHECK CHARGE: there will be a \$35.00 service charge for any checks returned for insufficient funds. Should there be a returned check, any and all future payments, as well as the service charge, must be paid via cashier's check, money order, or cash.
- Minimal electricity is provided. Additional needs could require a fee.
- Vendors for the 2019 Riverbend Festival are on a first come first serve basis. No placement is held for this area from year to year. (Booking typically begins in November of each year)
- This form will become your contract if your vending is approved. Remember to enclose your payments payable to Friends of the Festival, Inc. Your signature below indicates that the information you have provided on this form is correct and truthful.

Authorized Signature

Date

Donn C. Baker, Executive Director

Date



Brief History of the Festival

Riverbend began in 1981 with the intention of bringing diverse elements of the Chattanooga community together through the common language of music.

The festival site began as a narrow walkway along the Tennessee River at Ross's Landing originally known as Five Nights in Chattanooga.

Downtown development was also a major goal of the festival, and since its inception in 1981, there has been major revitalization of the downtown area, as evidenced by the Tennessee Aquarium, IMAX Theatre, Creative Discovery Museum, Riverboat Tours, the Chattanooga Lookouts Stadium and countless fine restaurants, shops and tourist attractions.

Festival attendance speaks of Riverbend's success, with capacity crowds in excess of 450,000. Many individual evenings see over 80,000 people attend the festival.

Celebrating 38 years, Riverbend has grown to become Chattanooga's most beloved event, and ranks in the top 10% of festivals in the country.

