



## Old Oak Festival 2019 April 12-14

Dear Vendor,

It is once again time for the Old Oak Festival. This year's festival will be held April 12-14, 2019 on the campus of Tusculum University. We are hoping for a beautiful spring weekend for our festival this year! We have planned our usual events: all weekend live musical entertainment, food, artisans, crafters, and more. Amusements and entertainments for children will be held on Saturday and Sunday. A chapel service will be held at 10:00 a.m. on Sunday for Palm Sunday by Shiloh Cumberland Presbyterian Church.

Accompanying this letter, you will find further event information and an application to reserve booth space. Please make note of the deadline and booth category fee charges. The **deadline** to reserve booth space is **March 22<sup>nd</sup>**. Beginning this year, we will require a \$25.00 **non-refundable** registration fee to reserve **EACH** booth space. Please fill out the accompanying form and send it in along with a check made payable to **Tusculum University** to the address below. In addition to the \$25.00 **non-refundable** registration fee, vendors will pay the standard Old Oak percentage of sales at the conclusion of the festival (10% of sales (outside booth) or 15% of sales (inside booth)). All monies owed to Tusculum University must be paid by 4 pm on Sunday, April 14, 2019. No booth spaces will be reserved without payment. Inside booths will be assigned on a first come/first serve basis. All vendors are subject to approval by the Old Oak Festival Committee. All items displayed **must be handmade** (author exception).

We do extensive advertising and promotion for our festival. Please be committed to remaining for all scheduled vending hours and days (Friday-12:00 to 8:00, Saturday 10:00 to 8:00, Sunday 10:00 to 4:00). We cannot guarantee nice weather, so please come prepared and ready to see it through. You are welcome to set up on Friday morning starting at 8:30 am.

We look forward to seeing you and hope you plan to join us this year!

Sincerely,

Nicole Rader  
Tusculum University  
P.O. Box 5040  
Greeneville, TN 37743

For questions or comments please contact:

Nicole Rader (Festival Coordinator – [nrader@tusculum.edu](mailto:nrader@tusculum.edu) – 423-636-7303 Ext. 5681)  
Jimmy Rader (Artisans - [jstephenrader@gmail.com](mailto:jstephenrader@gmail.com) - 423-552-3383)  
Matilda Green (Authors – [mgreen@tusculum.edu](mailto:mgreen@tusculum.edu) - 423-329-5366)



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April 12-14

Outside booth 10 X 10 - 10% of sales • Inside booth 10 X 10 - 15% of sales

## \*VENDOR REGISTRATION FORM\*

**BEFORE** a booth space will be assigned, this form **MUST** be completed and returned with a \$25.00 **non-refundable** registration fee and mailed to the address at the bottom of this page by **March 22, 2019**. Please print and make sure all information is correct.

Name of Business: \_\_\_\_\_

Contact Person/Owner: \_\_\_\_\_

Mailing Address (Street or PO): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s) with area code: \_\_\_\_\_

Email Address(s): \_\_\_\_\_

Number of booth spaces needed: \_\_\_\_\_ Prefer inside or outside: \_\_\_\_\_

Type of item(s) to be sold and/or displayed: \_\_\_\_\_

**For questions or comments please contact: Nicole Rader (Festival Coordinator – [nrader@tusculum.edu](mailto:nrader@tusculum.edu) – 423-972-3001)**

**Jimmy Rader (Artisans - [jstephenrader@gmail.com](mailto:jstephenrader@gmail.com) - 423-552-3383)**

**Matilda Green (Authors – ([mgreen@tusculum.edu](mailto:mgreen@tusculum.edu) - 423-329-5366)**

By signing below vendors agree to and understand the following:

- **BEFORE** a booth space will be assigned, this form **MUST** be completed and returned with a \$25.00 (per space) **non-refundable** registration fee and mailed to the address at the bottom of this page by March 22, 2019. Booth participant(s) will be responsible for manning their booth all three days of the festival and collecting their own money. All vendors are subject to approval by the Old Oak Festival Committee.
- Registration fee only guarantees a booth space. Vendors will be responsible for furnishing any other needed items (i.e., tables, chairs, tents, etc.)
- Vendors are required to pay Tusculum University 10% (outside space) or 15% (inside space) of sales made during the festival by 4 pm on Sunday, April 14.
- Inside booths will be assigned on a first come/first serve basis
- Vendors agree to display **ONLY handmade items** (author exception). Other items displayed are subject to removal and the exhibitor may not be permitted to participate in future festivals.
- Vendors are responsible for all taxes.
- With the exception of loading and unloading before and after festival hours, vendors will park **ONLY** in designated parking spaces. Vendors will have a parking pass inside their packets. Please display that pass at all times on your dashboard. **Vehicles parking in undesignated areas will be subject to towing.**
- Tusculum University is not responsible for theft, loss, injury, or fire.
- **NO** smoking (no tobacco or no vaping products allowed), alcohol, firearms, and pets (except service animals) permitted on-site during the festival. You will be ask to leave the premises if this occurs.
- No shows or those who do not display all three days may not be permitted to participate in future festivals
- The festival will be held rain or shine; therefore vendors should make arrangements accordingly.

Print Name: \_\_\_\_\_

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

Nicole Rader, Tusculum University, P.O. Box 5040 • Greeneville, TN 37743  
(423) 636-7303 (5681) • [nrader@tusculum.edu](mailto:nrader@tusculum.edu)  
<http://www3.tusculum.edu/oldoakfestival/>

\*\*\*PLEASE PRINT A COPY OF THIS FORM FOR YOUR RECORDS\*\*\*