



Old Oak Festival 2018
April 20-22

Dear Vendor,

It is once again time for the Old Oak Festival. This year's festival will be held April 20-22, 2018 on the campus of Tusculum College. 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 11 am on Sunday.

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 30, 2018**. Beginning this year, we will require a \$20.00 **non-refundable** registration fee to reserve booth space. Please fill out the accompanying form and send it in along with a check made payable to **Tusculum College** to the address below. In addition to the \$20.00 **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 College must be paid by 4 pm on Sunday, April 22. 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 6:00, Saturday 9:00 to 6:00, Sunday 11:00 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,



David Price
Tusculum College
P.O. Box 5040
Greeneville, TN 37743

For questions or comments please contact: David Price (festival coordinator - daprice@tusculum.edu - 423-525-3164)
Barb Sell (festival coordinator - bsell@tusculum.edu 423-470-2045)
Jimmy Rader (artisans - jstephenrader@gmail.com - 423-552-3383)
Ella Price (food - ellaroseprice@hotmail.com - 423-620-0180)
Matilda Green (authors - mgreen@tusculum.edu - 423-329-5366)
John Brown (musicians - jdbrcs@gmail.com - 865-310-8351)



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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 \$20.00 **non-refundable** registration fee and mailed to the address at the bottom of the page by March 30, 2018. 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: _____

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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 \$20.00 **non-refundable** registration fee and mailed to the address at the bottom of the page by March 30, 2018. 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 will pay Tusculum College 10% (outside space) or 15% (inside space) of my sales made during the festival by 4 P.M. on Sunday, April 22.
- 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 College is not responsible for theft, loss, injury, or fire.
- NO alcohol, coolers, firearms, or animals will be permitted on-site during the festival. Service animals are welcome.
- 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: _____

David Price, Tusculum College, P.O. Box 5040 • Greeneville, TN 37743
(423) 636-7303 • (800) 729-0256 Ext. 5303 • Fax (423) 636-7335 • www.tusculum.edu
<http://www3.tusculum.edu/oldoakfestival/>

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