



GENERAL FAIR INFORMATION

41st Annual Tennessee Craft Fair, Oct. 11, 12 & 13, 2019

LOCATION: Centennial Park, Nashville, in the 2600 block of West End Ave., across from Holiday Inn Vanderbilt. If using Google maps, simply enter "**Centennial Park, Nashville, TN**" to generate step-by-step driving directions from your current location to the Park's front/main entrance.

SHOW HOURS:

Friday and Saturday	10:00 A.M. to 6:00 P.M. Central Daylight Time (CDT)
Sunday	10:00 A.M. to 4:00 P.M. Central Daylight Time (CDT)

CHECK-IN: Check-in is Thursday, Oct. 10 from NOON to 7 P.M. CST at the Check-In Tent.

- EVEN NUMBERED BOOTHS will load-in from 12:00 to 2:30 pm CDT (2 ½ hours)
- ODD NUMBERED BOOTHS will load-in from 2:45 to 5:15 pm CDT (2 ½ hours)
- ALL BOOTH NUMBERS may load-in from 5:30 to 7:00 pm CDT (1 ½ hours)
- Trailer load-in 7:30 to 11:00am CDT – by invitation only

Please keep in mind that:

- All artists must check-in before setting up.
- No earlier set-up will be allowed, except for the volunteer layout crew (consisting of five artists).
- *Once check-in closes at 7 P.M., the fair will be closed to artists until 7 A.M. Friday.*
- Grounds will be open daily at 7 A.M. Exhibitors arriving earlier than 7 A.M. each day need to sign the Early Arrival sheet in the Fair HQ Tent to be allowed in earlier.

SET-UP/BREAK-DOWN:

- No set-up will be allowed during SHOW HOURS. This also means that NO vehicles may enter the show area during show hours.
- **ALL VEHICLES MUST BE REMOVED FROM FAIR INTERIOR BY 9 A.M. EACH DAY.** Exhibitors should be ready and in their booths by 9:30 A.M. (*There are lots of visitors already in the park by then!*)
- **No set-up or breakdown during show hours.** (See times listed above.)
- Weather permitting, exhibitors will be permitted to drive on the grass to load and unload each morning; however no vehicles are allowed on the grounds each fair day after 9 A.M. *All vehicles brought in for unloading must be removed from this area by 9:00 A.M. each day.*
- **ON SUNDAY, DURING LOAD-OUT/BREAK DOWN, NO VEHICLES MAY BE DRIVEN ONTO THE PARK UNTIL 4:30 P.M.** We do this to ensure the safety of our visiting public.
- Compliance with these policies will be taken into consideration in offering invitations to future shows.

WEATHER: Be sure to plan for all kinds of weather, including wind and rain. If it is raining during set-up, vehicles WILL NOT BE ALLOWED TO DRIVE ONTO THE GROUNDS, so be prepared to dolly in. The Fair goes on rain or shine and you are expected to remain with your booth at all times. All participants must provide their own means of an attractive display sturdy enough to withstand crowds, wind, and weather conditions. Ribbons from other shows, or previous Tennessee Craft Fairs award certificates should not be displayed. Rented tents are set-up in assigned space in advance of Thursday.

SHIMS: It is always best practice for every fair to pack shims to level your booth and raise items off the ground in the event your booth is on uneven ground or there is moisture on the ground. Shims may be provided by the fair organizer, but that is never guaranteed.

PRIVATE PORT-A-LETS: Portable toilets are available on-site. Up to two (2) private port-a-lets will be available for exclusive exhibitor use, handicap-accessible. Public restrooms are also available in the Centennial Performing Arts Studios and at the McDonald's across the street.



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TENT REGULATIONS: Tents must be weighted. No staking permitted. See Fire Department Regulations for more information on tents.

PARKING REGULATIONS: Exhibitors have reserved (free!) parking a short distance from the fair layout. Metro Parks has a parking plan that should accommodate exhibitors' needs as well as provide ample space for customers. There will be NO PARKING of vehicles or trailers of any kind within the Fair area bounded by exhibitors' booths, or in public parking areas. Refer to the Fair Parking map and Parking Policy map documents for more information.

SECURITY: Security is hired by the Fair for continuous security beginning Thursday evening through Sunday at 6 p.m. However, neither Tennessee Craft nor its employees will be held responsible for damage, theft or loss of artwork, vehicles, or equipment in transit, or in exhibitors' booths. Be sure to have your own adequate property coverage. We recommend taking special precautions against shoplifting, and that at night you consolidate and cover any easily removable items.

EARLY ARRIVAL: NO ONE, including exhibitors, will be allowed on the Fair site after closing each evening until 7 A.M. the next morning, unless you added your name to the Early Arrival sheet, found in the Fair HQ Tent.

HOSPITALITY & BOOTH SITTERS: Breakfast will be provided daily from 8:00 to 9:30 A.M. in the Hospitality tent. Throughout the day, booth sitters will be available, especially between the hours of 12:30 and 2:30 P.M. daily for lunch breaks (15 MIN. MAXIMUM).

SALES TAX: Each exhibitor is responsible for collecting 9.25% sales tax for each item sold. Tax remittance instructions will be in your check-in packet for how to send in your tax payments after the Fair.

ON-SITE EVALUATION: On Friday, members of the jury panel will evaluate each exhibitor's work during the Fair, using the scoring procedures used in screening applications on Zapplication. Tennessee Craft looks for work that is *well-crafted* and *well-designed*. Jurors will evaluate the work in each booth using these criteria. The cumulative number of points received by each exhibitor is used in identifying those pre-accepted into *next fall's* Tennessee Craft Fair without need for further jurying. Notifications will be emailed soon after the Fair, usually within two weeks.

ALCOHOLIC BEVERAGES: By city ordinance, NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO OR CONSUMED IN THE PARK.

WE RESERVE THE RIGHT: Tennessee Craft reserves the right to ask any exhibitor, who does not comply with the stated policies on work eligible to be shown, to leave without refund of fees. Any exhibitor who causes undue disruption is in danger of losing his or her privilege to show.