Vendor Application

Fall & Holiday Market Dates:
Friday, October 30th & Saturday, October 31st

Fall & Holiday Market Location:
Kingsport Civic Auditorium

Model City Antique & Flea is currently accepting vendor applications for our Fall & Holiday Market to be held October 30 & 31, 2020. This 2-day event will allow vendors to sell antiques, architectural salvage, art, books, music, used & handmade goods, collectibles, boutique and vintage clothing, specialty food, outdoor living & garden fare, gifts and more!

Details for the Fall & Holiday Market are outlined below and the vendor application can be found on Page 3. Please review all information carefully and if you have any additional questions, you may contact Allyson at 423-782-8128 or Robin at 423-360-8671.

Vendor Booths: Indoors 8'x10'. Outdoors 10'x10'. Vendors may rent additional space if desired.

Vendor Fees: Main Auditorium $125 / Stage $115 / Side Room $115 / Outdoor Space $100
(Indoor spaces will have one 8' table and one chair provided)
(Stage is accessible by a short staircase)

Multiple Spaces/Rooms: Four (4) Spaces may be rented at a discounted rate of $400. This option is ideal for antique stores and other vendor style business who wish to promote their brick & mortar store together.

The following rooms are also available indoors for a group rate:

West Room (8-9 vendors) - $800	East Room (6-7 vendors) - $600
Conference Room (5-6 vendors) - $500	Fun Fest Room (3 vendors) - $300
Club Room (3 vendors) - $300	History Room (2-3 vendors) - $200

Optional Equipment: Indoor Vendors may rent tables/chairs if any are needed in additional to the one set provided with the booth rental. One 8' table and one chair is $5.00.
Please specify at time of application if you need additional items.

Vendors who set up outdoors are responsible for their own tables, chairs & tents.

Application/ Payment Dates:

May 1st:	Model City Antique & Flea will begin accepting applications
June 15th :	Deadline for applications *
June 30th:	Vendors notified of acceptance
July 31st:	Vendor payment deadline **
August 1st:	Vendors on waiting list will be notified of availability

*Applications received after this date will be placed on the waiting list.

Vendors should indicate on their application a first and second choice for placement. All Vendors will be notified at the same time of their acceptance. Vendors will be placed in spaces as payments are received.

**After July 31, 2020, any previously accepted vendor who has not paid will have their space filled with a vendor on the waiting list.

Model City Antique & Flea will not issue any refunds after August 30, 2020. In the event the Fall & Holiday Market has to be rescheduled, vendors may apply their rental fee to a new date, a future date or request a refund in the amount of 70% of their rental amount. Model City Antique & Flea is unable to issue full refunds due to the necessary funds required for planning the event.

Location: Kingsport Civic Auditorium
1550 Fort Henry Drive, Kingsport, TN 37664

Set-Up / Sale Schedule: Thursday, October 29, 2020 – Noon-8PM (Vendor Set Up)
Friday, October 30, 2020 – 9AM-6PM (Sale open to public)
Saturday, October 31, 2020 – 9AM-4PM (Sale open to public)
Saturday, October 31, 2020 – 4:05PM-6PM (Vendor Clean Up)

Each Vendor is responsible for the following:

- Display equipment (small tables, clothing racks, jewelry display, easels, etc.)
- NO PERSONAL TABLES 8' OR LARGER – these MUST be rented from the venue
- All financial transactions, including applicable TN sales tax. You must have the ability to process transactions either via cash, check, credit card.
- Staffing your booth for all hours the event is open to the public.

Prohibited Items:

- Guns
- Alcoholic beverages
- Smoking/Vaping
- Propane Gas, spray paint or hazardous materials
- Open flames or equipment that produces fumes
- Loud noises
- Animals (service animals only)
- Food, bottled water or canned drinks to sell unless a pre-approved vendor with specialty food items. (Vendors may bring their own lunch or snacks for personal consumption.)

Extra Notes:

- Vendors who have large/heavy items may pull into the loading dock on the side of the Civic Auditorium to unload their merchandise. Vehicles MUST be moved to parking lot immediately after unloading. Vendors wishing to use the loading dock should let MCA&F staff know so that we can accommodate everyone in a timely and fair manner.
- This event will be promoted thru social media, radio, tv, signs and flyers at area businesses. All vendors who provide detailed information and photos will be highlighted on our social media outlets.
- Vendors must set up within their 8'x10' (outdoors 10'x10') allotted space unless additional space has been rented. Main walkways MUST remain clear at all times.
- Please keep your rented area clear of trash. Trash bins will be located in various locations throughout the marketplace.
- Consider having bags &/or tags to mark items "PAID".
- Public restrooms will be available inside the Civic Auditorium.
- Parking lots available on either side of Civic Auditorium.
- Food Trucks will be on site.

We recommend the following hotels to Vendors who may need accommodations during our event:

MeadowView Conference Resort & Convention Center
1901 MeadowView Parkway, Kingsport, TN
423-578-6600

Hampton Inn
2000 Enterprise Place, Kingsport, TN
423-247-3888

APPLICATION: (PLEASE PRINT YOUR INFORMATION, SIGN AND RETURN)

NAME _____ **BUSINESS NAME** _____

Tell us about your business/craft: _____

_____

Check the category (categories) below that would be found in your booth:

___ Antiques
___ Architectural Salvage
___ Art
___ Books
___ Candles
___ Children's Items (books, toys)
___ Clothing/Accessories
___ Floral/Wreaths
___ Food/Consumable Treats
___ Garden/Outdoor
___ Glass
___ Jewelry
___ Leather
___ Lotion/Soaps
___ Music
___ Photography
___ Pottery
___ Primitive/Country Crafts
___ Re-purposed/Up-cycled
___ Vintage/Retro Furniture & Accessories
___ Wood Crafts

___ Other _____ ___ Other _____

___ I sell a commercial product
___ I sell a food I make
___ I sell items I paint
___ I sell products made by hand
___ I sell items I have purchased for resale
___ Other _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

TELEPHONE (___) _____ **EMAIL** _____

WEBSITE _____ **ETSY STORE** _____

FACEBOOK _____ **INSTAGRAM** _____

Please indicate below the number of booths and location you are interested in. Please select at least 2 locations for placement (1, 2, etc.)

Number of Vendor Booths: #_____ Additional Tables/Chairs ($5): #_____

Main Auditorium Floor ($125): _____
Side Room ($115): _____
Entire East Room ($600): _____
Entire Club Room ($300): _____
Entire History Room ($200) _____
Main Auditorium Stage ($115): _____
Entire West Room ($800): _____
Entire Conference Room ($500): _____
Entire Fun Fest Room ($300): _____
Outdoors ($100): _____

By signing below, vendor agrees to hold Model City Antique and Flea, it's members, the City of Kingsport and Kingsport City Parks and Recreation harmless and free from liability and claim if any item located on the rented area becomes damaged, lost or stolen at any time during the event. Vendor agrees to abide by the rules and regulations stated in this application.

Signature: _____ **Date:** _____

Name of Business: _____

Please submit this completed application, along with 4-6 color photos that accurately represent your work and/or sample inventory for this event. Photos you submit must be good quality, as they will be used on our website and through social media to promote your business!

Scan and Email Application & Photos to: modelcityantiqueandflea@gmail.com
-or-
Mail Original Application & Photos to: Model City Antique and Flea
2120 Southcote Drive
Kingsport, TN 37660