



## Vendor Application

Fall & Holiday Market Dates:  
Friday, October 22 - Sunday, October 24, 2021  
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 22-24, 2021. This 3-day event will allow vendors to sell antiques, architectural salvage, art, books, music, used & handmade goods, collectibles, boutique and vintage clothing, specialty food, furniture, jewelry, outdoor living & garden fare, gifts, home decor 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 Fees\*:** Main Auditorium \$150 | Side Room \$135 | Outdoors start at \$90 | Food Truck \$120  
Indoor Vendor Spaces are 8'x10' | Outdoor Vendor Spaces are 10'x10'

**Multiple Spaces:** Vendors who rent three (3) or more indoor spaces will receive a \$50 discount. Our Side Rooms allow the option for customized spaces. Vendors may contact MCA&F for more information and pricing. Outdoor spaces with pricing shown on Page 3.

**Optional Equipment\*:** Indoor Vendors may rent tables (\$10) and chairs (\$5) from the venue. Indoor single booth spaces can accommodate up to two (2) 8' tables. Please specify at time of application if you need tables and/or chairs. This cost will be added to your invoice. Spaces with electricity are limited.

**Outdoor Vendor Information:** Vendors setting up outdoors must provide their own tables, chairs & tents. These items cannot be rented from the venue. Vendors who wish to extend their display beyond 10'x10' will need to rent 2 spaces. There will be NO overnight security provided for this event.

**Application & Payment:** **May 15, 2021:** MCA&F will begin accepting applications  
**August 15, 2021:** No refunds after this date

Vendors should indicate on their application a first and second choice for placement. Due to the number of returning vendors, MCA&F will review applications as they are received. Approved vendors will receive an invoice which will be due within 30 days or prior to August 15, whichever comes first. Vendor booths are not secured until payment is received. Once a room is filled, vendors will receive their second choice booth placement if it is still available.

Once a vendor category is full, applicants in the same category will be placed on a waiting list. In the event a previously invoiced applicant does not pay their fee, we will move to the waiting list.

Model City Antique & Flea will not issue any refunds after August 15, 2021. ONLY 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. No refunds will be given in any amount if a vendor cancels for any reason unless they do so prior to August 15, 2021. 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 Ft. Henry Drive, Kingsport, TN 37664

**Schedule:**

Thursday, October 21, 2021 - 1PM-7:30PM (Vendor Set Up)

Friday, October 22, 2021 - 7:30AM-10AM (Outdoor Vendor Set Up)

Friday, October 22, 2021 - 9AM-10AM (Indoor Vendor Set Up)

Friday, October 22, 2021 - 10AM-5PM (Market open to public)

Saturday, October 23, 2021 - 10AM-5PM (Market open to public)

Sunday, October 24, 2021 - Noon-4PM (Market open to public)

Sunday, October 24, 2021 - 4:15PM-7PM (Vendor Clean Up)\*\*

\*\*Vendors are not permitted to begin packing up until 4:15PM to allow shoppers time to finish up and exit the building.

**Each Vendor is responsible for the following:**

- Display equipment (small tables, clothing racks, jewelry display, easels, etc.) If tables and chairs are needed, please specify on application.
- NO PERSONAL TABLES 8' OR LONGER - these must be rented from the venue.
- All financial transactions, including applicable TN sales tax. It is the vendor's responsibility to register with the TN Department of Revenue to determine if you are required to remit sales tax. The sales tax return is due by the 20th day of the month following the event.
- 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 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.

**APPLICATION:** PLEASE PRINT YOUR INFORMATION, SIGN AND RETURN

**NAME**

**BUSINESS NAME**

**TELL US ABOUT YOUR BUSINESS/CRAFT** (refer to categories shown in first paragraph on page 1 & include a list of any name brands your items may have)

**ADDRESS** (include street, city, state & zip)

**TELEPHONE**

**EMAIL ADDRESS**

**SOCIAL MEDIA PAGES (FACEBOOK, INSTAGRAM, ETSY, WEBSITE)**

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

\_\_\_\_\_ Main Auditorium 1 Space      \_\_\_\_\_ Main Auditorium 2 Spaces  
\_\_\_\_\_ Side Room 1 Space      \_\_\_\_\_ Side Room 2 Spaces      \_\_\_\_\_ Side Room Customized  
\_\_\_\_\_ Outdoor 10'x10' Space \$90      \_\_\_\_\_ Outdoor 10'x20' Space \$125      \_\_\_\_\_ Outdoor 10'x30' Space \$170  
\_\_\_\_\_ Outdoor 10'x40' or 20'x20' \$215  
\_\_\_\_\_ Food Truck 1 Space

Please indicate below if you need tables and/or chairs added to your rental.

\_\_\_\_\_ 1 table      \_\_\_\_\_ 2 tables      \_\_\_\_\_ 1 chair      \_\_\_\_\_ 2 chairs

By signing below, vendor agrees to hold Model City Antique & Flea (MCA&F), 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 also gives MCA&F permission to use any submitted photos or those obtained by MCA&F Staff during the event from promotional purposes on MCA&F social media and their website. Additionally, Vendor acknowledges having read the complete application and agrees to abide by the rules and regulations stated therein.

**SIGNATURE & DATE:**

Please submit this completed application, along with 4-6 color photos that accurately represent your work/inventory for this event. Email scanned application and send pictures to [modelcityantiqueandflea@gmail.com](mailto:modelcityantiqueandflea@gmail.com) or mail to 2120 Southcote Drive, Kingsport, TN 37660