



## Vendor Guidelines and Requirements

[doodlesoupdays.com](http://doodlesoupdays.com)

**Licenses:** Food vendors must follow Health Department Guidelines.

**Insurance:** All food vendors and amusement rides must provide the Doodle Soup Days Committee with a certificate of liability insurance naming the City of Bradford as an additional insured in property damage and personal liability. A copy of the certificate of liability insurance must be supplied with the completed Vendor Application.

**Merchandise Sold:** All merchandise sold must be listed. Prior approval of all merchandise must be obtained from Doodle Soup Days Committee. We cannot promise exclusivity to any merchandise. Omission of items and lack of approval of items sold at the fair increase your chances of being told you may not sell the item and/or you will be asked to leave the event.

**Merchandise Prohibited:** Any merchandise that shoots any type of projectile will not be allowed such as toy guns (i.e. water, marshmallow, NERF), bows, slingshots, etc.. Tobacco products, knives, silly string, laser pointers, butane lighters, smoke bombs, stink bombs, and drinks in glass bottles are prohibited. No alcoholic beverages allowed.

**Booth Guidelines and Fees:** Committee approval must be obtained in advance prior to attending the event. There is \$50 charge for booth spaces. Spaces are filled "first come, first served" upon arrival, no space assignment.

**Vendor times and dates:** Vending dates begin 3:00 p.m. Friday afternoon, September 23 and end Saturday, September 24 after 10:00 p.m. Vendors can begin setting up at 10:00 a.m. Friday morning. All vendors and booths must be in place by 3:00 p.m. Friday afternoon and selling. All vehicles must be removed from vendor areas by 3:00 pm Friday afternoon. NO VEHICLES ARE PERMITTED IN PARK AREA AFTER 3:00 P.M. All booths, games and amusement rides will be open by 3:00 p.m. Friday afternoon and 10:00 a.m. Saturday morning. We request that breakdown of booths begin no sooner than 5:00 p.m. Saturday afternoon if possible.

If a vendor has not arrived by 3:00 pm Friday, September 23 or has not notified the committee of his/her delay, a space is not guaranteed and may not be available. If a vendor arrives after the Friday 3:00 pm deadline, they will not be allowed to bring their vehicles into the vendor areas due to safety unless special permission is obtained.

**Deadline for receiving application entries:** Monday, the week of the Doodle Soup

**Tents, Tables and Equipment:** All vendors must provide their own tents, display tables, chairs and equipment.

**Security:** All booths must be manned at all times. While reasonable precautions will be taken to safeguard the vendor's property including a night guard, the sponsors of the festival cannot be responsible for vendor's property.

**Electricity and Water:** Water and electricity will not be provided. Vendors must have their own water and power supply. The park does have public restroom facilities with running water.

**Cleanliness:** The vendor is responsible for their assigned space. It is expected that you will leave the area in the same condition it was found. Please bring garbage cans for your trash.

**Vehicles:** No motorized vehicles (except police, emergency and authorized festival vehicles) will be allowed in the park area after 3:00 p.m. Friday afternoon and between 10:00 a.m. to 5:00 p.m. Saturday. There will be a designated parking area for vendor vehicles within the park. Please check with the Doodle Soup Days committee members at the Welcome Tent before parking and setting up if prior authorization has not been obtained.

**Approval and Confirmation:** All vendor applications will be reviewed by the Doodle Soup Days Committee for approval. The committee reserves the right to deny any application that does not conform to these guidelines. Each applicant will be notified via phone or email when an application is approved or denied by the committee. Booths are filled "first come, first served".

**If you have questions or need more information, please contact Cathy Wheeler at 731-697-8297 email- [cathylynn2001@hotmail.com](mailto:cathylynn2001@hotmail.com) or Johnna Alexander at 731-234-3187 email- [bcrecorder@gmail.com](mailto:bcrecorder@gmail.com).**



## Vendor Application

The Doodle Soup Days Committee reserves the right to deny any application that does not conform to the Vendor Guidelines and Requirements.

**Please indicate the size of space you need in the blank space.**

Space Size: \_\_\_\_\_

Special needs pertaining to space (*water and electricity not supplied*) : \_\_\_\_\_

\_\_\_\_\_  
(Committee will consider requests and advise if possible when notified of application acceptance)

(Please Print)

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

Company: \_\_\_\_\_

Street: \_\_\_\_\_

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

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

**Itemized list of food or merchandise to be sold:** You must list all items you wish to sell. We reserve the right to limit which items vendors may sell. (Please attach list to application)

**Date and time you plan to set up:** \_\_\_\_\_

Vendors must follow the Vendor Guidelines and Requirements. Failure to do so may result in dismissal from the event.

I have read and understand the conditions, terms, and rules provided herein and comply. Receipt of your application will be confirmed via phone or email.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail completed application and itemized list to:**

Doodle Soup Days Committee, P.O. Box 87, Bradford, TN 38316