



48th
LENOIR CITY ARTS & CRAFTS FESTIVAL
GFWC Suburbia Woman's Club * Lenoir City, Tennessee
Saturday, June 5th and Sunday, June 6th
2010



Rules and Regulations

Saturday Hours 9 A.M. - 5 P.M.

Sunday Hours 10 A.M. – 4 P.M.

FEES

Rental of each crafters site is \$135 whether you occupy that site for one or both days of the Festival. (Must have prior approval for one day rental.) Subletting privileges of spaces will not be permitted except with permission of Suburbia Woman's Club. No refunds after May 1 (year of entry). Food vendor sites are priced at \$17 per linear foot with a minimum of \$255 per booth. Due to the limited electricity in the park, food vendors will have first priority for its use.

SITE INFORMATION

You will be assured a site with a minimum of 10 ft. frontage and 10 ft. depth. Most sites are larger. Since the Festival is located in a natural setting, many sites have rocks or trees and are not level. We realize this may be an inconvenience but we cannot disturb the natural setting. Please consider this when designing your exhibit layout.

Exhibitors must provide their own tables, chairs, & canopies. If using a canopy, it must fit within the exhibit space and ropes must not interfere with neighboring exhibitors. If your canopy measures more than 10' x 10' it may be necessary to reserve two sites. **Funeral home canopies are prohibited.** Please do not drive nails into or damage trees.

Each site is marked with your site number. Markings are to the **left** or **right** of your assigned site.

SET UP

Friday: 10 A.M. - 8 P.M. We request that ALL vendors (Crafters and Food) make arrangements to at least be checked in and have their trailers or canopies in place by Friday to eliminate any confusion concerning their sight or location. Signs will be posted at the entrance to the park directing you to the check in area. Please drive to this area and pick up your information packet. You may come in early Saturday to stock your booth. We will have security in the park on Friday and Saturday nights. **All vehicles must be out of the park by 8:30 AM on Saturday morning and by 9:30 AM on Sunday.**

Saturday: Be on the grounds no later than 8 A.M. (earlier if possible) to organize your materials and to allow time for parking. Unload your crafts as quickly as possible and move your vehicle to parking area before arranging exhibit. To avoid traffic congestion, only one (1) vehicle per site is allowed to unload at a time due to space constraints. If you have additional vehicles to unload, please unload one completely, and then remove it to the exhibitor parking area before bringing the next vehicle into the area. Site number must be displayed in vehicle window for the duration of the festival.

* UNLOAD YOUR VEHICLE COMPLETELY AND REMOVE THE VEHICLE TO THE DESIGNATED PARKING AREA BEFORE ARRANGING YOUR EXHIBIT.

GENERAL INFORMATION

WITH NO EXCEPTIONS vehicles will not be permitted to enter and must be clear of the exhibit area by 8:30 A.M. Saturday or 9:30 AM Sunday. This action is necessary to reduce congestion in the exhibit area.

Vehicles will not be allowed to re-enter exhibit area until after 5 P.M. Saturday and 4 P.M. Sunday.

WITH NO EXCEPTIONS exhibits must remain in place until close of festival each day. **NO EARLY TEARDOWNS ARE PERMITTED.** Regardless of the weather the Festival will go on. You are expected to stay until it closes. Come prepared in case of bad weather. Sites may be furnished one bale of straw as needed for ground cover due to rain; additional bales may be purchased for a nominal fee. The Parks and Recreation Department asks that bales only be opened as needed.

ALL EXHIBIT ITEMS MUST BE HANDCRAFTED OR UNIQUELY ENHANCED BY THE EXHIBITOR. Commercially produced components may be incorporated into the merchandise offered for sale, however it must be enhanced, embellished and/or decorated with original handicrafts created by the exhibitor. Items purchased for resale are not permitted. (For example: A handmade basket, made in Mexico & purchased by the exhibitor for resale would not be permitted unless it is enhanced by the crafter in some way). Also unacceptable are live plants and animals. (Allowances are possible under special circumstances, such as hand-raised herbs or specialty decorative plants). **No food items may be offered without prior permission of the Festival committee and may be subject to health department inspection fees.**

Exhibitors are prohibited from using amplifiers and speakers during festival hours.

Demonstrating your craft is encouraged. It enhances the Festival atmosphere and increases your sales.

There will be security Friday and Saturday nights, however Suburbia Woman's Club is not responsible for exhibits and/or merchandise.

Children and pets are welcome, but care must be taken to assure they are under supervision at all times. Pets must be confined by leash or in such manner that they are not a nuisance to shoppers or neighboring exhibitors. Please clean up after your pet! These rules apply to ALL areas of the park, including the RV area. **Bicycles, in-line skates, skateboards and any similar apparatus are prohibited within the park and on access roads during the festival.** This is necessary for everyone's safety.

Suburbia Woman's Club members and its assigned representatives shall have the power to enforce the regulations established herein, and may from time to time, upon proper notice to the exhibitor, establish additional rules and regulations for the management and control of the Festival. Commercial type signs announcing **SALE, CLOSEOUT, CLEARANCE, CREDIT CARD INFORMATION**, etc. are prohibited.

GFWC Suburbia Woman's Club is not liable for damages to your exhibits, nor is it liable for personal injury.

CAMPING AND RV INFORMATION

Hook-ups are not guaranteed, since space is limited for travel trailers and motor homes on a first-come, first-serve basis. We are still implementing issuance of camping permit tags. **You must display your permit tag in order to camp in the park.** There are other close-by camping facilities and information may be obtained through the Loudon County Visitors Bureau at 865-986-6822.

PARKING

Those of you who have been with us before know that parking space at the Festival is scarce. We will attempt to accommodate as many exhibitor vehicles as possible in the areas adjacent to the RV site and other nearby parking sites we have designated for exhibitor parking. Only one vehicle per exhibitor will be allowed to use these areas. Additional vehicles accompanying exhibitors must use the off-site parking areas and drivers will ride the free shuttles into the park. **Only one site number per exhibitor site will be issued and this will be required for admittance into exhibitor parking and must be displayed in your vehicle throughout the weekend. Do not lose your parking tag! Additional numbers will not be issued.** Please make arrangements at the Hospitality/Check-in tent if you or one of your workers will need special transportation to a vehicle or if the exhibitor lot in the park is full proceed to one of the perimeter lots and see a parking attendant for transportation.

Limited Handicapped Parking is available for festival attendees and exhibitors in need of such services. Any vehicles occupying handicapped spaces and not displaying official handicapped signage will be towed at the owner's expense.

Vehicles in approved exhibitor parking areas failing to display site numbers are subject to removal from the festival site and owners will be responsible for the incurred towing fees.

HOSPITALITY/INFORMATION & PACKAGE PICK-UP

Suburbia Woman's Club members will be stationed at a central location for your convenience and to assist festival attendees. The tent is located near the center of the park adjacent to the tennis courts and dry dock parking. This is the main entrance and check-in area where you will pick up your admission packets. Near this area is the Package Holding Area where bulky items may be held for pickup by your buyers. Representatives of Suburbia Woman's Club will pick up unwieldy purchases from the vendor and take them to the package pickup holding area, the buyer (after going to the package pickup area and receiving a pass prior to leaving the park) will be allowed to drive his or her car to this site for pickup of their packages. More information concerning this service will be in your information packet that you will receive at check in. Pick-up from exhibitor sites shall be limited to **HEAVY or OVERSIZED items only. Please tell your customers to carry the smaller, lighter items to the hospitality area where we will be happy to hold them.**

FESTIVAL GUIDE

100,000 copies of a Festival Guide will be distributed in area newspapers the week prior to the event. This publication contains a list of all exhibitors arranged according to their art or craft, site numbers to aid in locating the exhibitors, a map, general information including directions to the park, parking advisories and information regarding shuttle buses, package pick-up, and the history of the event. Exhibitors may purchase ad space in the guide as many shoppers keep the guide as a reference for placing orders throughout the year. (See box on your application for info regarding this.)

PROBLEMS?

Suburbia members are easy to identify by their green aprons, green name tags and/or distinctive blue shirts. We will be circulating throughout the park both days so snag one of us if you have a problem or just need a little help or feel free to drop by the check-in/hospitality tent. **We can be contacted at 865-986-3880 or by email at jcs@charter.net.**

PACKING UP

We hope you have a wonderful show, but no matter how great it is, everyone will be anxious to get home on Sunday. No cars, trucks or trailers will be allowed to move until all the fair goers have exited the park and the buses have made their final run!! Use this time to start packing up your booth and at approximately 4:30 P.M. we will begin letting vehicles in to load. We have a plan in place and will be around to explain it to each of you. This time is always a madhouse and we do not want anyone to get hurt. Just be patient and follow the directions of the folks in charge of traffic control, and everything should go smoothly.