



Candlelight tour of Homes and Festival:
Holiday Marketplace
Saturday, December 1, 2018 4:00-8:00pm

2018 Vendor Application and Vendor Rules & Regulations

Application Process: Applications from new vendors must be accompanied by photos of booth design/display and merchandise for sale.

Application Deadline: Application deadline is September 1, 2018.

Selection Process: The Candlelight Tour committee reserves the right to accept or reject entrants on the basis of the description and photos of merchandise submitted.

Fees: The fee for a 10 x 10 single space is \$50.00. Fees are due **after** an **email of acceptance** is sent by the festival committee. Fees may be paid in person at Oaklands or may be paid electronically using a Paypal link issued upon acceptance by the committee. All fees must be paid by September 1, 2018.

No refunds will be issued.

Space Assignments: All spaces are either in Maney Hall at the Oaklands Mansion visitor center or, a tent adjacent to Maney Hall. Booths measure 10'x10'. Electrical outlets are provided in Maney Hall. No outlets are available in the tent. Both spaces are well lit and heated. Vendors must provide cords and plug strips. 1- 60" round table with cloth is provided per booth. Vendors may bring their own tables. Spaces in Maney Hall will be filled with the first approved applicants, once Maney Hall is filled, spaces will be created in the adjacent tent for other applicants.

All spaces are vehicle accessible for setup which may begin **after** 1:00 PM on Saturday, December 2, 2018. All vendors are required to remain set up in Maney Hall for the duration of the event until 8:30pm. Vendors are responsible for moving their own tables and displays. Please do not leave behind any garbage or refuse at your booth. At the end of the evening, please bring your refuse to the trash receptacles in the Maney Hall kitchen.

Vendor Parking: All vendors are permitted to load and unload merchandise and supplies at Maney Hall however, during the event, Maney Hall lot is reserved for handicap parking only. Vendor parking is provided at the Oaklands Park pavilion.

Waiting List: Eligible applicants who did not receive a space assignment will be asked to join a waiting list. Available spaces will only be filled from this list.

Please complete the following form and email to, john@oaklandsmuseum.org

Or, mail along with your photos to:

Oaklands Mansion
C/O John Lamb
900 North Maney Avenue
Murfreesboro, TN 37130

***** Application Deadline: September 1, 2018 *****

- ❖ **Festival Date/Time: December 2, 2018 4:00-8:00 pm**
- ❖ **The Oaklands Mansion Tour of Homes and Festival Committee reserves the right to reject any application.**

No Refunds will be issued

Please list the items you plan to sell:

Contact Information: (Please print clearly)

Name:

Address:

City/State/Zip:

Phone Number:

Email Address:

TN State Tax ID Number:

I have read and agree to the Rules & Regulations governing the Oaklands Mansion Christmas Candlelight Tour of Homes and Festival: Holiday Marketplace.

Signature:

Date:
