

Fall Market 2024 – Vendor Application

Northfield Vineyards
515 Ray Cemetery Rd.
Sparta, Tn. 38583

- * Please read application completely, there have been changes made *
- * Every vendor must turn in a new application for 2024 for our records – you must be approved by Marty before making payment *

Vendors may contact:

Market Coordinator - Marty Luna

931-808-0822 (Text or Call – leave message if no answer)

mmluna@benlomand.net

Event Dates & Times:

September 19th – 1 pm – 7 pm (Vendor Set Up)

September 20th – 8 am-2 pm (Vendor Set Up) and 2 pm-6 pm show starts

September 21st – 10 am – 6 pm

September 22th – 11 pm – 4 pm (with Breakdown right after) – if you want to attend church, please open as early as possible

CONTRACT & PAYMENT (please read carefully and be aware of scammers):

1. Return the application to be considered by **deadline date: September 1, 2024.**

Once approved by Marty, please make checks payable to Northfield Vineyards, pay by card in person at the winery or pay over the phone with card by calling 931-761-9463 (these are the only ways to make payment). Mailed payments can be sent to Northfield Vineyards, 515 Ray Cemetery Road, Sparta, TN 38583 (only address to send checks to). This is the only number you can call 931-761-9463. Business Hours: (Tues- Sat. 10am-6pm and Sun. 1pm-5pm). **Beware of scammers! There are no other payment options – do not let scammers tell you otherwise! Payment is due in full by September 14, 2024.**

2. Retail Vendors (Tupperware, Pampered Chef, Younique, Papparazzi, Plunder, Doterra Oils, Hempworx, etc.) will forfeit their booth space if payment isn't received by the deadline date. Return Retail Vendors must have their payment and applications turned in by September 1, 2024 to keep your space and have first dibs from previous market. After this

date, I will give to the next retail vendor in line for the available spot. We don't take duplicate vendors so everyone gets a fair look!

3. Booth spaces are 12x12 feet:

1 space= \$100.00

2 spaces= \$175.00

3 spaces=\$250.00

You must bring your own canopy, table, chairs, etc. (everything you need for your booth).

ACCEPTABLE SELLING PRACTICES:

- 1) Merchandise sold is to be stated on the application. Please have enough merchandise on hand for the duration of the event. All merchandise must be tagged with prices.
- 2) Northfield Vineyards is not responsible for lost/stolen money, bad checks/transactions. Vendors will not be allowed to run credit card or debit card through the store's system.

SET UP AND TEAR DOWN:

All vendors may begin setting up their booth on Thursday afternoon, September 19 weather and venue availability permitting. Vehicles must be unloaded and parked BEHIND the main building or in the parking areas no later than 1:30 pm on Friday, September 20. No vehicles can stay in the market area, down by the vineyard (in the field) or any part of the driveways. Do not block others from unloading or loading their vehicles. Restocking your booth takes place one hour before opening on the other days with vehicle cleared from the area 20 minutes prior to start time. Please arrive 20-30 minutes prior to opening whether restocking is necessary or not. Tear Down of your booth is no sooner than Sunday, September 24 at 4 pm. Please be respectful to your fellow vendors and any lingering customers.

VENDOR BOOTH SPACE:

After confirmation of all information and payment is received, vendors will be notified on the day of set up where your booth space is. Placement is at the discretion of Northfield Vineyards. All vendors provide all things for their space such as tent, tables, chairs, decorations, and plenty of merchandise. Booth spaces are 12x12. If you do not bring enough merchandise and sell out, it will be the discretion of Northfield Vineyards on early breakdown. This is to protect the customers as well as the other vendors.

***** If a vendor needs to have his/her service animal at the event, the animal must be leashed at all times and CAN NOT be a bother to other vendors. You are responsible for the cleanup of the animal.

Children must be kept with parents at all times, they can't run around by themselves.

All booths must be displayed suitable for the event. In other words, be trendy, and decorate your booth to attract customers and keep them talking about your merchandise.

All booths must be kept neat and pathways must be clear of merchandise so customers may maneuver safely. If a person is hurt or merchandise is broken in your area, you are responsible for all costs associated with the incident.

Merchandise must be contained in and around your assigned space and not obstruct other vendor booth areas. Northfield Vineyards retains the right to remove items that are not appropriate for the event. Booths are never to be left unattended during market hours. Trash around your booth area must be cleared by closing. The selling of food/drink items are prohibited unless you are a specified food vendor.

Northfield Vineyards, its owners, or associates will not be held liable for lost, stolen or broken items. Security will be provided each night. Vendors are not allowed on grounds overnight.

Vendors cannot sublet booth space or lend their booth to other vendors. Each vendor must go through the approval process. Exceptions: a minor who has a business and working with the parent or an established business partner who works under the same business name. Vendors cannot resell space to another if unable to attend the market event.

VENDOR CONTRACT AGREEMENT:

Proprietors: The owner (Northfield Vineyards, LLC) of a business (Fall Market at Northfield Vineyards) of property (515 Ray Cemetery Road, Sparta, TN 38583) Associates: Those that are volunteering time or staff getting paid to help. This will include charity organized supported by Northfield Vineyards.

The undersigned:

Agrees to indemnify, defend, protect, and hold harmless the proprietors and all its associates for any personal injury, loss, or damages to him/her (physical harm to self).

_____ Initial

1. Agrees to indemnify, defend, protect, and hold harmless the proprietors and all its associates for any merchandise lost, stolen or broken (merchandise lost).

_____ Initial

2. Agrees that, should an accident occur within and around the vendor's space caused by the vendor's displays, products, or unsafe conditions, the vendor will be held liable. The vendors agrees to indemnify, defend, protect, and hold harmless the proprietors and all its associates for any liability resulting in such accidents and the vendor will take full responsibility for such occurrence. (physical harm to others)

_____ Initial

3. Vendor is responsible for product liability insurance should said occurrences come to pass. Initial (Though not a must, it is something to look into.)

4. Vendor has read all information and agrees to comply with each section (initial for each section) Time/Date _____ Contract/Payment _____ Acceptable Selling Practices _____ Set up & Tear Down _____ Vendor Booth Space (12x12) _____

Northfield Vineyards reserves the right to formulate additional rules and regulations if necessary for the betterment of the event. I have read, understand, and agree to abide by this contract, along with all information given in the application and information portion.

Signature Vendor Name _____

Date _____

VENDOR AGREEMENT:

Please read all information provided. Complete the Contract Agreement and Application in legible writing with an ink pen. Return it to MMLUNA@BENLOMAND.NET for approval by **September 1, 2024**. Once approved, you will be able to pay your booth fee. Remember, payments can only be made at the winery, mailing payment to the winery at the address above or by calling the winery at 931-761-9463 (WINE) – **once again, always make sure you are not being scammed!**

NAME OF BUSINESS _____

NAME _____

ADDRESS _____

E-MAIL _____

PHONE _____ TEXT? _____ YES _____ NO _____

IDENTIFY THOSE WORKING THE BOOTH BESIDES YOURSELF

DESCRIBE YOUR MERCHANDISE (YOU MAY ALSO ATTACH PHOTOS & USE ADDITIONAL SHEETS)

GIVE DETAILS ABOUT YOU AND YOUR PRODUCTS THAT WE CAN USE IN OUR ADVERTISING ie: Website, Facebook page, Instagram page, etc. (the more info I have the better I can advertise you):

SIGNATURE _____ DATE _____