



**For Office Use Only**

Date Approved \_\_\_\_\_

Approved By: \_\_\_\_\_

## VENDOR APPLICATION

Mail to Chattanooga Public Market, P.O. Box 810, Ooltewah, TN 37363

VENDOR INFORMATION
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Returning Vendor (2009)           <input type="checkbox"/> New Vendor         </div>
First Name _____ Last Name _____
Company Name _____
Street Address _____ City _____ State _____ Zip _____
Email address _____
Web page: www. _____
Phone _____ Cell _____ License Plate # _____ State _____
Do you want your phone number(s) to be available to customers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a city business license? <input type="checkbox"/> Yes <input type="checkbox"/> No    Do you have a county business license? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please attach a copy to this application)</i>
Tax ID # _____

VENDOR CRITERIA	MAJOR VENDOR CATEGORY <i>(circle only one)</i>																												
<p>Vendor review is based on the following four standards:</p> <ul style="list-style-type: none"> <li>Items must be handmade, grown or gathered (natural materials) by the seller or family member. The handcrafted component must dominate the commercial component, and the commercial components must be transformed in a way that makes the work unique.</li> <li>Items must be of original, unique work or design.</li> <li>The starting material must be significantly altered and enhanced by the artisan.</li> <li>The product must meet basic expectations of product life, function and safety.</li> </ul> <p>Please describe the product(s) that you craft, and/or any items not included in the Vendor Category to the right. The better your description, the easier for us to refer customers.</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><i>(Please include photos of product with application)</i></p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Food &amp; Beverage</td> <td style="width: 50%;">Furniture</td> </tr> <tr> <td>Farm - Dairy</td> <td>Glass</td> </tr> <tr> <td>Farm - Fresh Produce</td> <td>Herbal Products</td> </tr> <tr> <td>Farm - Protein</td> <td>Leather</td> </tr> <tr> <td>Artwork</td> <td>Metal</td> </tr> <tr> <td>Basketry</td> <td>Mixed Media</td> </tr> <tr> <td>Beadwork</td> <td>Paper Products</td> </tr> <tr> <td>Body Care Products</td> <td>Pet Products</td> </tr> <tr> <td>Books</td> <td>Photography</td> </tr> <tr> <td>Candles</td> <td>Pottery</td> </tr> <tr> <td>Clothing</td> <td>Recycled Art</td> </tr> <tr> <td>Fiber Arts</td> <td>Service - Health</td> </tr> <tr> <td>Floral</td> <td>Toys</td> </tr> <tr> <td>Food Products</td> <td>Wood</td> </tr> </table>	Food & Beverage	Furniture	Farm - Dairy	Glass	Farm - Fresh Produce	Herbal Products	Farm - Protein	Leather	Artwork	Metal	Basketry	Mixed Media	Beadwork	Paper Products	Body Care Products	Pet Products	Books	Photography	Candles	Pottery	Clothing	Recycled Art	Fiber Arts	Service - Health	Floral	Toys	Food Products	Wood
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Will you be practicing your craft at the market? <input type="checkbox"/> Yes <input type="checkbox"/> No																													

DATE(S) YOU PLAN TO ATTEND MARKET <i>(circle all that apply)</i>								
<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>
25	2 9 16 23 29-30	6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 23-24 31	7 14 21 28	4-5

## WHO CAN SELL?

At Chattanooga Market, the Maker is the Seller. The only persons who may sell at Chattanooga Market besides the maker him/herself are:

- Family members, defined as anyone living in the same economic unit with you or any legal relative of yours living in Tennessee.
- Partners in crafting who actually participate in the making of your handmade item on a day-to-day basis.

Only persons who meet these guidelines may be listed as additional sellers and may sell in your booth as a part of this approved application. Any wares produced outside of Tennessee can only be sold by the maker.

Employees who are paid wages to sell or manufacture are not eligible to be listed as partners or additional sellers, and may not sell at Market in your absence without advance written notice to Market staff, and only under limited circumstances.

List below any additional family members or partners who will sell at Market and who meet the Additional Seller criteria noted above:

1. \_\_\_\_\_ 2. \_\_\_\_\_

## READ & SIGN

I/We agree to abide by all rules, online regulations and guidelines approved by the Chattanooga Market Staff as well as those rules, regulations and guidelines included with this application. I/We understand that vendors violating rules, regulations or guidelines are requested to appear before the Standards Committee, and permission to participate in Chattanooga Market may be revoked at any time for violations of any rules, regulations or guidelines.

I declare that any item I sell is of my own creation and has been created or produced in my presence and under my direct and personal supervision. I understand that upon one week's notice I am required to produce, in the presence of a representative of the Standards committee, any item offered for sale. This work shall be done within a distance and at a site deemed reasonable by the Standards Committee.

*I have read and understand Rules & Regulations of Market vendors.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

## RESERVATION POLICY

If approved, agricultural vendors are required to have reservations in by Friday at noon. All other vendors are required to have reservations in by Wednesday at noon. Reservations may be e-mailed to [RSVP@ChattanoogaMarket.org](mailto:RSVP@ChattanoogaMarket.org) or by telephone at (423)822-5750.



## NEW PRODUCT SCREENING FORM

*To be placed in Chattanooga Market records to serve  
as a record of your screened products.*

Vendor's Name \_\_\_\_\_ Business Name \_\_\_\_\_

■ List product(s) to be reviewed. \_\_\_\_\_

■ Do you make this product(s) yourself?  YES  NO *If no, please explain:* \_\_\_\_\_

■ Do you have employees? (*immediate family members are not employees*)  YES  NO

*If yes, please explain their job:* \_\_\_\_\_

■ Please explain the process(es) you use to craft these products. (*You don't need to give away your trade secrets, but please give a detailed account of how you craft your product(s). Use the back of this sheet if needed.*)

■ What commercial items (*items you do not make yourself*) are used in the crafting of your product? \_\_\_\_\_

■ Are the product(s) presented for review representative of ALL the items you plan to sell?  YES  NO

*If no, please explain:* \_\_\_\_\_

*If you are planning to sell any other products not screened at this time, please be aware that all new product lines must be screened before selling them.*

**PLEASE ALLOW TWO-THREE WEEKS FOR APPROVAL.**

**I hereby certify that all the products presented by me are handcrafted by me (or as noted above).**

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR STANDARDS USE ONLY

Item(s) screened by Committee vote:

Approved

Trial

Declined

Committee Notes:



# MARKET DUES AND FEES

VENDOR LEVEL	# OF TIMES ATTENDING PER SEASON	BOOTH FEE	SALES FEE	BENEFITS
SEASON PASS (Prior Approval Required)	Unlimited	\$350/ season	10% of gross sales/ \$150 cap	Guaranteed Booth Website Listing Priority Media Focus
VENDOR	11 + (You will pay \$30/day for the first 10 times, then \$15/day after your tenth time)	\$15/day (on the 11th time you attend)	10% of gross sales/ \$150 cap	Advanced Scheduling Eligible for Media Focus
VISITOR	1 - 10 (vendor review after 10th visit)	\$30/day	10% of gross sales/ \$150 cap	Space Available
PATIO	Must be an approved vendor	\$10/day	10% of gross sales/ \$150 cap	No Reservation Required

***\*ALL OF THE ABOVE IS SUBJECT TO MARKET APPROVAL***

## ADDITIONAL FEES

- \* Cleaning Fee.....\$30
- Return Check Fee.....\$25
- “No Show” Fee.....\$50
- \*\* Late Cancel Fee.....\$50
- “No Sales Drop” Fee.....\$150

\* If your space is left in a disorderly manner, you will be assessed a \$30 clean-up fee.

\*\* Applies to messages left after 12 Noon on Thursday for the upcoming Sunday.

**City of Chattanooga Requirements for Utilizing Electrical Power  
for Carnivals, Circuses, Fairs, Block Parties, Performance Shows  
Trades Shows, Concerts, and Similar Events**

Questions have arisen regarding the requirements for electrical wiring and equipment for the above referenced events for outdoors and in other locations. This document will try to address those requirements.

Note: The exception below may be applied to requirements at the inspector's discretion.

- 1) Overhead conductors 150 volts or less to ground shall have a clearance of 10' from sidewalks, platforms or projections where they might be reached from, and areas accessible to pedestrians only. 225.18 N.E.C.
- 2) Overhead conductors 300 volts or less to ground shall have a clearance of 12' over areas not listed above and not subject to truck traffic. 225.18 N.E.C.
- 3) Overhead conductors shall have a clearance of 18' over streets, roads, alleys, and other land traversed by vehicles. 225.18 N.E.C.
- 4) Amusement rides and attractions shall maintain not less than 15' clearance to overhead conductors. 525.5(B) N.E.C.
- 5) Service equipment shall not be installed in a location that is accessible to unqualified persons unless the equipment is lockable. 525.10(A) N.E.C.
- 6) Service equipment shall be mounted on a solid backing and be weatherproof or protected from the weather. 525.10(B) N.E.C. **All generators must be approved by inspection office prior to use.**
- 7) All equipment and cords shall be in good working condition. 110.3(A) N.E.C.
- 8) Where flexible cords or cables are used they shall be listed for extra hard usage. 525.20(A) N.E.C.
- 9) Where flexible cords or cables are used outdoors they shall be listed for wet locations and shall be sunlight resistant. 525.20(A) N.E.C.
- 10) Single conductor cable shall be permitted in sizes #2 A.W.G. and larger. 525.20(B) N.E.C.
- 11) Flexible cords and cables accessible to the public shall be arranged to minimize the tripping hazard and shall be covered with nonconductive matting. 525.20(G) N.E.C.
- 12) Each ride or concession shall be provided with a fused disconnect switch or circuit breaker located within sight and not less than 6' of the operator's station. The disconnect switch shall be readily accessible to the operator, and where accessible to the public shall be lockable. 525.21(a) N.E.C.
- 13) All 15 and 20 amp 125-volt receptacles shall be G.F.C.I. protected except those used for Egress lighting. 525.23(A) N.E.C. **All cords & cable connections must be protected from moisture.**
- 14) Receptacles supplying cooking or refrigeration equipment that are incompatible with G.F.C.I. devices shall not be required to have G.F.C.I. protection. 525.23(B) N.E.C.
- 15) Other receptacles not mentioned above shall have G.F.C.I. protection. 590.6(B) N.E.C. **All cords & cables shall be off the ground, unless approved by inspector.**
- 16) Vegetation shall NOT be used for support of overhead spans of branch circuits or feeders. 590.4(J) N.E.C.

**Exception: The CEI or his delegates shall have the authority to allow deviations from the above requirements if warranted. (CEI) Chief Electrical Inspector (NEC) National Electrical Code (G.F.C.I) Ground Fault Circuit Interrupter**

**I have received, read and understand the guidelines listed above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# GENERAL VENDOR REGULATIONS

**Hours:** Official hours of operation for the Chattanooga Market are 11:00 a.m. until 4:00 p.m. eastern standard time. Vendors must be checked in, have set up fees paid, paperwork completed, and be ready to sell by 11:00 a.m. Vendors are welcome to sell prior to the opening as patrons do come to the Market prior to 11:00. Vendors who show up late may be turned away and will be charged the assessed “no show” fee of \$50. The market closes at 4:00 p.m. and vendor booths will be operated until that time. Vacating the Market prior to closing will result in suspension of your vending privileges, change in your vending status or a financial penalty.

**Move-In:** All booths will be available for set-up beginning at 7:00 a.m. The Market office opens at 8:00 a.m. and those arriving early are expected to check in with the office once it is open. All vendors will need to check in with the Market office and pay set-up fees prior to 11:00 a.m. opening. Vendors may drive their vehicles into the Market for set-up until 9:00 a.m. as long as the vehicle exits the building no later than 9:30 a.m. Vendors should make every effort to not block others from moving in. Do not allow your vehicle to linger inside thus congesting the aisles for others. Do not park and block the entrance while you check in. Park and unload in a timely manner then MOVE your vehicle. Agriculture/Food vendors move in the front door from Carter Street. All other vendors utilize the side entrances adjoining the parking lots.

**Move-Out:** No vendor should be breaking down or preparing for move-out prior to 4:00 p.m. Any vendor who violates the move-out policy may forfeit market privileges. No vehicles should be staged adjacent to the building or on sidewalks prior to 4:00 p.m. for the purpose of moving out. Driving personal vehicles into the building following the close of the Market for the purpose of vendor move-out shall not take place prior to 4:45 p.m.

**Payment Policy:** Your booth space will have to be paid in full prior to your move-in and the Market opening at 11:00 a.m. A vendor is not allowed to sell until their set-up fee is paid.

**Cancellation Policy:** You may cancel a booth reservation without penalty for any given Sunday as long as the cancellation is received by voicemail or by email prior to 12:00 p.m. on the preceding Thursday. Lack of notification or messages left after 12:00 p.m. on Thursday for the upcoming Sunday will result in a \$50 assessment prior to the vendor returning to the Market. If you reserve a space and do not show you will owe for the date.

**Credit:** There will be no credit extended by the Market to its vendors. No one owing money to the Market will be permitted to sell. Unused paid dates will not be carried over into a new Market season. Refunds will not be provided to a vendor who decides that they no longer wish to attend the Market.

**Cleaning:** When you check in you will receive a clean section of space. You will be expected to leave that area in the same condition in which you found it. Please carry out refuse that you bring into the Market. Do not stuff the trashcans with boxes and trash that you have generated during the day. If your space is left disorderly you will be assessed a \$30 minimum clean up charge. You will not be permitted to sell at the market until the charge is paid.

**On-site Demonstrations:** All vendors will be required to demonstrate their craft at the Market at least once a year. Demonstrations will be observed and scheduled by Market management.

\* For a complete listing of the Vendor Guidelines and Regulations please refer to our website [www.chattanoogamarket.com](http://www.chattanoogamarket.com) under the section Participate – Become a Vendor. If you do not have access to information online, we will be glad to provide you a copy.