



MEMPHIS IN MAY INTERNATIONAL FESTIVAL

2018 ARTIST & CRAFT VENDING APPLICATION



Thank you for your interest in vending at the 42nd annual Memphis In May International Festival. Our annual month-long celebration includes several ticketed events held in downtown Memphis' Tom Lee Park on the banks of the Mississippi River.

901 Fest (May 26, 2018) is a one-day celebration of all things Memphis.

Average attendance for this one-day event is approximately 6,300+.

Detailed below you will find preliminary artist vendor requirements as well as an application for participation. Please read the information carefully before completing and returning. Memphis in May will issue invitations and contracts based on the information provided in the application. Incomplete applications will not be considered. Applications may be submitted by US Mail, fax or e-mail to concessions@memphisinmay.org.

VENDOR FEES

Vendor fees are based on total frontage foot of vending space and include a tent. We provide one 20 amp service to artist vendors with additional service charges added as needed on a mutually agreed basis. A separate rate sheet/order form will be provided to accepted vendors with the contract. Vendors are prohibited from bringing their own generators on-site. Vendor space fees for the 2018 901Fest are \$15.00 per frontage foot and spaces are sold in five foot increments.

EXAMPLE	
10 ft of frontage	\$150
15 ft of frontage	\$225
20 ft of frontage	\$300

DEPOSIT AMOUNTS

Participating vendors provide a \$150 deposit. \$100 will be refunded to each vendor who loads-out on time and leaves their space clean to the satisfaction of the on-site manager. \$50 is a non-refundable park restoration fee.

PRODUCT EXCLUSIVITY

Vendors interested in selling particular items exclusively should contact the Merchandise Manager at 901-525-4611 or at concessions@memphisinmay.org. Vendors granted exclusivity for a particular item will pay a higher participation fee, to be negotiated on an individual basis.

PERMITS AND LICENSES

Participating vendors are required to comply with all rules and regulations of the Memphis Police & Fire Departments, Memphis/Shelby County Office of Construction Code Enforcement and any other governing authorities' rules and regulations which might apply. Shelby County requires that all vendors have a Special Event Permit. Memphis in May will, on the vendor's behalf, apply for this permit. Vendors are responsible for obtaining any and all necessary business licenses and for the payment of any and all taxes due.

MISCELLANEOUS

Participating artist vendors are required to furnish to Memphis in May a certificate of insurance evidencing a minimum \$500,000 combined single limit general liability coverage naming Memphis In May as additionally insured. When applicable, proof of automobile and Workers' Compensation coverage with minimum coverage of \$100,000 combined single limit are required as well.

All vendors must operate professional looking booths or stands. Vendors are not allowed to share spaces.

Please note that no T-shirt, cap, stimulant items or drug paraphernalia are permitted for vending.

2018 ARTIST & CRAFT VENDOR APPLICATION

MAY 26, 2018 • TOM LEE PARK • MEMPHIS, TN

Company: _____
 Address: _____
 City/State/Zip: _____
 Contact: _____
 Mobile: _____ Other: _____
 Fax: _____ E-mail: _____

INDICATE YOUR CHOICE OF SPACE SIZE

10 X 10 (\$150) _____ # of Booths
 15 X 10 (\$200) _____ # of Booths
 20 X 10 (\$300) _____ # of Booths
(Space fees include a tent)

ELECTRICAL REQUIREMENTS

We provide one 20 amp service to vendors with additional service charges added as needed on a mutually agreed basis. Additional electrical service may be purchased through the MIM electrical contractor as needed, at a pass through rate. A separate rate sheet/order form will be provided to accepted vendors with the contract. Vendors are prohibited from bringing their own generators on-site.

MERCHANDISE AND PRICING

As part of the application process, vendors are required to submit a proposed list of items for sale including prices. Selection of vendors is based, in large part, on merchandise items offered, with preference given to vendors that offer unique selections at reasonable prices.

PROPOSED ITEM	APPROXIMATE PRICING
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____

Please attach a sheet listing additional items proposed for sale if more space is needed.

PAST EVENT EXPERIENCE

Please list three large scale public events where you have vended in the past three years.

EVENT	LOCATION	ATTENDANCE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Your signature below indicates that you have read the accompanying information and that the information you provided is accurate. A current photograph of your vendor space is required with this application.

Signature: _____
 Date: ____/____/____

Please return completed application to:
 Memphis in May International Festival Inc.,
 Merchandise Manager
 56 S. Front St., Memphis, TN 38103.
 Scan and email to: concessions@memphisinmay.org
 Fax: 901.525.4686
 If you have any questions, please call 901.525.4611

