
CHECKLISTS

Vendor Application Packets

MUST INCLUDE the following to be considered:

- Register online.
- Sales Tax numbers must be INCLUDED ON application.
- Fill out detailed description of products/services. YOU MAY NOT OFFER SOMETHING DIFFERENT THE DAY OF THE EVENT. This is so similar items are not located right next to each other.
- Submit check, money order, or arrange credit card payment for FULL AMOUNT upon submission. Space is not guaranteed until payment is received.
- Submit copy of Business License.
- Submit copy of General Liability Insurance with Tri-Lakes Chamber of Commerce named as additional insured.**

Food Vendors – you must also include these items in your application packet:

- Submit copy of Food Vendors Health Certificate.
- Submit copy of Food License.
- NOTE: If you are using propane, you must have a propane-rated fire extinguisher in your vendor space.

A Few Days Prior to The Event

- Your Vendor ID Card will be emailed to you with your Vendor Packet. Please print it and place it on your vehicle dashboard. This is for cases of emergency if we need to locate you.
- Prepare your 10x10 **STRAIGHT LEG** Canopy. You must have weights for your canopy.
- Trash disposal: You must take your trash with you when you leave –BRING TRASH BAGS!
- Bring gorilla tape and extension cords, scissors, pens etc. **The event sponsors do not provide any equipment. Even if you have a quiet generator (not all of them are quiet!), you may still be required to place it away from your booth; therefore, you will need extension cords and gorilla tape.**
- Prepare signage for your booth.

Day of Event

- Put your Vendor ID Card on dashboard.
- Follow directions on the Vendor Load In Map to enter the area by your designated street and direction. You will be redirected/turned back if you are not accessing your vendor space via your designated route.
- OIL DISPOSAL: FOOD VENDORS MUST TAKE THEIR OIL (along with their trash) WITH THEM. OIL MAY NOT BE DUMPED IN LOCAL TRASH CANS OR DUMPSTERS!
- Set up begins at 6 a.m. Vendors must be open for business at 8 a.m. VENDORS ARE NOT ALLOWED TO CLOSE UNTIL 3 p.m.
- Exit with patience and caution after the fair concludes.
- We appreciate our vendors! Hope to see you next year.