

VENDOR GUIDELINES

First Saturdays – Fayetteville, TN – Presented by Fayetteville Main Street

We ask that all vendors observe these guidelines to keep the experience fair and SAFE for all involved. We will be enforcing these rules. If you do not follow ALL guidelines, you will not be permitted at the next event.

REGISTRATION

Vendors MUST register for EACH First Saturday to participate. Registration closes when spots are filled. You will receive a confirmation email and/or text message by Wednesday at 8PM before First Saturday. **Service-driven or politically affiliated businesses will not be permitted. Only businesses with tangible physical products and non-profit organizations will be accepted at the discretion of the Main Street Board of Directors. Products will be juried by the Main Street Board of Directors. No political, propaganda, or advertisement booths will be permitted. The Main Street Board of Directors reserves the right not to approve an applicant.**

SETUP

1. Upon arrival on Saturday, check in at your assigned entrance to the square between 8AM and 8:45AM. No vendor will be allowed to enter after 8:45AM to setup. Your assigned entrance and booth location will be confirmed prior to the event. Your booth must be broken down and removed by 5PM.
2. Volunteers on the Square will help you navigate to your space which will be marked. There are no guarantees to booth assignment location. Booth location assignments are subject to change each month dependent upon the number and type of vendors. We will TRY to accommodate any special booth requests. Please let us know upfront if your booth requires special accommodations.
3. Vendors are responsible for bringing tents (maximum 10' x 10'), tables, chairs, or anything needed for your booth. Tents must be weighted if wind conditions are present. Please decorate your booth in an appropriate manner and keeping your product, activity, or the Downtown Fayetteville/Lincoln County in mind. The Main Street Board reserves the right to prohibit any written or visible materials that are deemed inappropriate.
4. Set up must be completed and ready for business by 9AM.
5. No booths will be allowed to set up on the sidewalk. With the support of City Ordinance: No. 200010, the Main Street Board has the authority to ask any unapproved vendors or groups that set up at the square to leave. Any resistance will then be handled by the City Police Department. This task is not at all enjoyable but must be done to show fair treatment to organizations who have been approved. Please remember according to this ordinance, the Main Street Board has sole authority to regulate the placement of booths on city property during this event.

PARKING

You may park on the square ONLY to load and unload your booth. Once you have unloaded, vehicles must be moved immediately. YOU CANNOT PARK IN FRONT OF A BUSINESS. Please park at the church lots on Elk Ave N.

ADDITIONAL NOTES:

1. The municipal building or the courthouse will be open for restrooms each month.
2. Once an application is accepted by the Board, the vendor fee is NON-REFUNDABLE and NON-TRANSFERABLE. If your application is rejected, the vendor fee will be returned.
3. **The Main Street Board also reserves the right not to approve an applicant that is not deemed appropriate. Any group failing to abide by the guidelines will be asked to disassemble their booth and leave the event area immediately.**
4. If you do not show up for 2 First Saturdays without notice, you will not be able to participate in First Saturday. If you cannot make it to First Saturday, you cannot "give" or "assign" your spot to another vendor without communication with the First Saturday Committee Chair or FMS Director.