

**EXHIBITORS
REGISTER NOW**

CORDOVA FESTIVAL

JOIN US FOR OUR TWENTY-EIGHTH ANNIVERSARY
CORDOVA COMMUNITY CENTER

**BUYERS
MARK YOUR
CALENDAR**

**FREE
PARKING**

1017 N. Sanga, Cordova, TN
901-757-4400

**FREE
ADMISSION**

SATURDAY ONLY

October 3, 2015 from 9:00 AM to 5:00 PM

*Come on out and bring the whole family for an enjoyable day at the Cordova Community Center! This year we will be adding a "new spin" to the Festival with **ANTIQUÉ CARS, TRACTORS & MOTORCYCLES** to accompany the many vendor booths of **ARTS & CRAFTS**.*



**ALL PROCEEDS BENEFIT THE
CORDOVA COMMUNITY CENTER**

Booth rentals, entry fees, and concession stand sales go towards the preservation of the 100 year old building known as Cordova Community Center, formerly old Cordova School building. The building is on the Tennessee and National Register of Historic Places and is a long time Cordova landmark and beloved icon. The Cordova Community Center is a non-profit 501-(c)(3) organization committed to working with the community to ensure the building remains a landmark and treasure for future generations. Support the cause by attending the festival with your family.

NO RAIN DATE *** NO REFUNDS**

All applications are subject to approval of the Cordova Festival Committee.

For information call:

Coy Haraway (901) 753-1234
Don Murphree (901) 755-0902
Community Center (901) 757-4400

Email: johntlawrence@cordovacomunitycenter.com
www.cordovacomunitycenter.com

NOTICE:

Parking Areas have been reassigned. Please check with registration regarding parking.

REMIT TO: CORDOVA FESTIVAL, 1017 SANGA ROAD, CORDOVA, TN 38018-6537

Please reserve me display space(s) at the 2015 Festival

	Quantity	Postmarked By July 31, 2015	Postmarked After July 31, 2015	Amount
INSIDE BOOTH (Approx. 100 Sq. Ft.)	_____ x	\$100.00	\$110.00	_____
OUTSIDE BOOTH (Approx. 100 Sq. Ft.)	_____ x	\$85.00	\$95.00	_____
BUSINESS (Outside)	_____ x	\$150.00	\$175.00	_____
BUSINESS (Inside)	_____ x	\$175.00	\$200.00	_____
TABLE (Quantity limited)	_____ x	\$10.00	\$15.00	_____
ELECTRICAL CONNECTION (Outlets Limited)	_____ x	\$25.00	\$35.00	_____

TOTAL AMOUNT ENCLOSED (a) \$ _____

Please print _____
Name Address City State Zip Code

Email: _____

Type of items or service to be sold: (b) _____ Phone (b) _____

MUST CHECK ONE OF THE FOLLOWING: Handmade art produced by you. Commercially manufactured and distributed by you or your organization.
 Handmade craft produced by you.

I have read and will abide by the rules and regulations governing the Cordova Festival (shown on back). I understand that failure to comply with all regulations will require removal of all my articles and exhibits with no refund.

Exhibitor Signature _____

(a) After September 1, 2015, payment **MUST** be either cashier check, money order or cash.
(b) Must be shown when submitting reservation form - **ONLY ITEMS LISTED MAY BE SOLD**.

Cordova Festival

Rules and Regulations

- 1) **BOOTH LOCATIONS WILL BE ASSIGNED BY FESTIVAL MANAGEMENT.** Every effort will be made to honor vendor's request. No booth location will be final until exhibitor has completed all forms at the Registration Tent.
- 2) Vendors will furnish their own tables, chairs, easels, and display racks.
- 3) **Prints (framed or unframed) by an artist, who lives within a 75 mile radius of Memphis, cannot be sold by anyone other than the artist.**
- 4) All booths are to be maintained in a professional manner at all times.
- 5) All vendors are required to collect and pay Tennessee state sales tax. The festival sponsors assume no liability for exhibitor's compliance with sales tax requirements.
- 6) If you have a Shelby County Business License, bring the number with you.
- 7) Each person will handle his/her own finances.
- 8) Each vendor, **on arrival must sign in** at the Registration Tent and sign Festival Rules and Regulations sheet before set-up of display.
- 9) No tall solid barrier or pegboard (6 ft. maximum height above floor) may be used except against a wall.
- 10) No display may be put up before noon Friday for any reason. Displays must be set up by 9 am on Saturday.
- 11) **Vehicles must be removed from display areas before 9 am on Saturday.**
- 12) **BUILDINGS WILL BE OPEN TO VENDORS FRIDAY NOON TO 7 PM AND SATURDAY 7 AM.**
Vendors will be allowed in buildings during these times with vendor's pass only. No exceptions will be made for anyone to enter the buildings during the hours that the buildings are closed (except persons in charge of the festival.) While reasonable precautions will be taken to safeguard vendor's property, the sponsors of the Cordova Festival cannot be responsible for any property. Buildings are locked at night, but no guarantees are made for safety of exhibitor's property.
- 13) Vendors check out after 5 pm. NO vehicles allowed in display areas prior to 5 pm.
- 14) Articles sold may be removed by the buyer or left in exhibit at the discretion of buyer and seller.
- 15) We encourage vendors to demonstrate production of their arts and crafts.
- 16) There will be concession stands where drinks, sandwiches, etc. may be purchased.
- 17) Payment for space must accompany registration. NO REFUNDS. **(IF CONFIRMATION IS DESIRED PLEASE SEND A SELF ADDRESSED STAMPED ENVELOPE.)** See footnote (a) on page 1.
- 18) Vendors may not display or sell from campers or trucks. Canopy/dining fly and merchandise must fit within 10' x 10' space.
- 19) If you have a camper or pickup you may park it overnight. There is no electricity or sewer hook-up.
- 20) Festival management must be notified in advance of any exhibits that have noise, dust, strong fragrances, etc., in order to provide accommodations. None will be allowed inside.
- 21) Each vendor is responsible for their own liability insurance.
- 22) Vendors must list on application items to be sold. See footnote (b) on page 1.