



**HERITAGE
FOUNDATION**
WILLIAMSON COUNTY, TN

DOWNTOWN
FRANKLIN
ASSOCIATION

The
FRANKLIN
THEATRE

FRANKLIN
Grove
ESTATE & GARDENS

The Moore-Morris
History and
Culture Center
WILLIAMSON COUNTY, TN

Rules and Regulations

Applicability & Agreement

These Rules & Regulations apply to all vendors participating in festivals hosted by the Heritage Foundation of Williamson County and the Downtown Franklin Association.

By applying for, accepting, or participating in the festival, vendors acknowledge that they have read, understand, and agree to comply with these Rules & Regulations, the Festival Vendor Terms & Conditions, and any additional instructions, policies, or materials provided by Festival Staff, including the Vendor Packet.

These Rules & Regulations are supplemental to and incorporated by reference into the Festival Vendor Terms & Conditions. In the event of a conflict, Festival Staff reserves the right to interpret and enforce all policies in a manner consistent with festival operations, safety requirements, and the integrity of the event.

Promotion

The Festival is promoted extensively through traditional media, online campaigns, and social media channels. Festival organizers reserve the right to use submitted entry photos for promotional purposes unless the vendor requests otherwise in writing.

Accepted vendors may be featured on Festival websites, mobile sites, and social media platforms, including links to business websites or social media pages if provided by the vendor.

Booth Sitters

If you are coming by yourself, we will have volunteer booth sitters available for you. They will be periodically stopping by to check in on all the vendors. You

can also call our day of event phone number to request a booth sitter

Wait List Policy

Vendors placed on the wait list will be notified via email if a space becomes available due to cancellations or declined invitations.

Vendors are moved off the waitlist as openings come up within their same category — for example, if a jewelry vendor drops out, we'll reach out to the next jewelry vendor on the list. Waitlist positions are not numbered since there's quite a bit of crossover between some categories.

Security

Police foot patrol is provided from Friday night until Sunday evening. However, artists and craftspeople exhibit at their own risk. The Heritage Foundation of Williamson County, Downtown Franklin Association, City of Franklin, event organizers, and sponsors assume no responsibility for loss, theft, damage, or liability related to merchandise, equipment, transactions, accidents, or acts of nature.

Vendors may remove merchandise overnight at their discretion.

Sales Tax

Vendors are responsible for collecting, reporting, and remitting all applicable state and local sales taxes. Tennessee sales tax is currently 9.25%.

Vendors with sales and use tax numbers may remit taxes through their regular filing schedule. Vendors without tax numbers must obtain appropriate forms through the Tennessee Department of Revenue.

Vendors who do not have tax numbers may download a tax form from www.tn.gov/revenue to use for filing payments.

Booth Display

Only merchandise approved through the jury process may be displayed or sold. All displayed work must be consistent with the materials submitted during application review.

Festival Staff reserves the right to require the removal of items that were not juried, are inconsistent with the approved application, or appear to be mass-

produced or resale merchandise.

Heaters

- Heaters must be listed for both indoor and outdoor use.
- Maximum 1-pound propane cylinder for booths located in front of stores.
- Booths with propane or kerosene heaters must have a fire extinguisher.
- Heaters must be kept 3-feet from combustibles unless the heater is listed for a smaller distance.

Electricity

Electricity is not available in all areas of the festival. Vendors are strongly encouraged to reserve electricity in advance to ensure placement in an area with access.

Electricity fees and deadlines are outlined in the Festival Vendor Terms & Conditions.

- Electricity is available at \$75 per 110 hookup, electrical connections are limited and available on a first-come, first-served basis.
- Electricity purchased during the festival will be subjected to an increased rate of \$95.
- You must bring your own 100 ft. outdoor-rated extension cord.
- Generators are not permitted.
- No more than 10 amps per circuit will be available.

Festival Staff reserves the right to disconnect unsafe or noncompliant electrical equipment.

Booth Assignment & Location Requests

The Festival Director and Festival staff are responsible for assigning booths. We are unable to guarantee booth location requests or that your booth will be in the same spot. A large degree of our inability to accommodate placement requests comes from the unique experience and activation zones that each festival offers outside of arts and craft booths.

Booth numbers will be distributed approximately two weeks prior to the festival. Booth assignments are final. Refunds will not be granted based on dissatisfaction with booth placement.

Booth Setup and Breakdown

Detailed instructions for check-in, unloading, setup, parking, breakdown, emergency procedures, and operational logistics will be provided in the Vendor Packet distributed approximately two weeks prior to the festival.

All vendors are required to follow the instructions outlined in the Vendor Packet.

Booth Regulations:

- All vendors must supply their own freestanding white 10 x 10 tent
- All tents must have a 40lb weight per leg (City of Franklin Requirement). If your tent is not weighted, you will not pass inspection or be allowed to participate in the festival.
- Tent legs may not be staked into the pavement.
- No amplified sound is permitted to be coming from any booth.
- No overstock merchandise may be stored on sidewalks. Sidewalks must stay clear for pedestrians and emergency personnel.
- Tents using open flames, such as candles, portable heaters, must have one ABC fire extinguisher that is fully charged.

Insurance & Risk

Certificates of Insurance (COIs) are required for food vendors, alcohol service providers, and any vendors operating under permits or conditions that require insurance coverage, including but not limited to large tents or specialized equipment.

Certificates of Insurance are not currently required for standard Arts & Crafts vendors operating within a 10' x 10' booth footprint; however, all vendors participate at their own risk and are solely responsible for their merchandise, equipment, displays, and activities.

Vendors are strongly encouraged to maintain general liability insurance appropriate to their operations. Festival Staff reserves the right to require proof of insurance or deny operation if a vendor's setup or activities present a safety concern.

Conduct & Compliance

Artists are expected to conduct themselves in a professional, respectful, and cooperative manner at all times while participating in the festival. This expectation applies to artists, employees, assistants, representatives, and anyone working on the artist's behalf.

Vendors must be present, open, and fully operational during all scheduled festival hours. Early teardown, partial closure, or abandonment of a booth prior to the official end of the festival is not permitted and may impact eligibility for future participation.

All merchandise displayed or sold must:

- Be consistent with the work approved through the jury process
- Reflect the quality, craftsmanship, and category represented in the application
- Comply with all festival policies, safety requirements, and licensing rules
- Be available for sale to the public

Vendors are responsible for maintaining a safe, orderly, and accessible booth space. Walkways, sidewalks, and emergency access routes must remain clear at all times. Vendors must comply promptly with instructions from Festival Staff, City officials, Fire Marshal, Police, or other authorized personnel.

Professional conduct is required in all interactions with Festival Staff, volunteers, fellow vendors, attendees, sponsors, partners, and City personnel. Harassment, intimidation, abusive behavior, discriminatory conduct, or refusal to comply with festival directives will not be tolerated.

No offensive, discriminatory, sexual, provocative, or drug-related merchandise, signage, or materials may be displayed, sold, or distributed.

Vendors participate in festivals hosted by the Heritage Foundation of Williamson County and the Downtown Franklin Association **at their own risk** and assume full responsibility for their merchandise, equipment, displays, and activities during the festival.

Vendors are responsible for maintaining **appropriate liability insurance commensurate with their operations**. Certificates of Insurance are required only for vendors and activities identified in the Festival's insurance

requirements (including food vendors, alcohol service, and permitted structures). Festival Staff reserves the right to request proof of insurance if a vendor's setup or activities present a safety or risk concern.

Vendors must comply with all applicable local, state, and federal laws, regulations, and ordinances, including tax, safety, and licensing requirements.

Failure to comply with these standards may result in corrective action, including removal of noncompliant items, temporary suspension of operations, or removal from the festival without refund. Violations may also affect eligibility for future festivals.