



Dear Food Vendor:

WELCOME to our **34th Annual Mountain Makins Festival!** I hope this year's event will be our best ever. Hopefully, these guidelines will help things run smoothly for you.

CHECK-IN & SET-UP: Please check in at the main lobby of the Rose Center. You may set-up between the hours of 9 a.m. and 4 p.m. on Friday, October 24 or between the hours of 7 a.m. and 9:30 a.m. on Saturday, October 25. No set-ups are allowed on Friday after 4 p.m. Vendor guidelines were provided to you previously with your contract; however, I am reiterating to answer any questions you may have.

BOOTH HOURS: Your booth **MUST** remain open during the hours listed below. Please do not start packing up your booth before 5 p.m. on Sunday.

FESTIVAL HOURS:	Saturday, October 24, 2009	10:00 a.m. to 5:00 p.m.
	Sunday, October 25, 2009	10:00 a.m. to 5:00 p.m.'

SMOKING POLICY: There will be absolutely **NO SMOKING** of any kind allowed inside the building during the Festival weekend.

BUTTONS: A Mountain Makins button is your admission in and out of the Festival gates and must be worn at all times. Two buttons will be included in your check-in packet. Additional buttons **MUST** be approved prior to the Festival. Buttons will not be handed out on Saturday or Sunday. The buttons can either be picked up the week before the Festival or when you check in. Please remember the admission buttons are not for your spouses, children, or friends; they are for the workers that are essential for your operation.

SALES TAX: A Tennessee sales tax chart will be enclosed in your packet at check-in. **YOU MUST CHARGE SALES TAX ON EVERY ITEM SOLD.** If you have your own tax number, please bring your certificate to display at the Festival. You will be responsible for paying your own sales tax. If you do not have a sales tax number, we will collect your sales tax and send that amount to the Tennessee Department of Revenue. The necessary tax forms will be included in your check-in packet. Please have your tax forms and money available for pick-up by a Festival representative on Sunday after 4 p.m.

BOOTH SIZE: Each food vendor is allotted 14' x 14'. Any space taken beyond the allotted space will be charged a rate of \$5 per square foot. **NO EXCEPTIONS!**

FOOD VENDORS: A representative from the Health Department will be by your booth early Saturday morning to inspect for any health regulation violations. A license good for the entire Festival will be issued to your food booth upon compliance with Health Department regulations. Be prepared to pay \$30.00 for this license on Saturday morning. This will be paid directly to the Health Department representative. They do not accept checks. I have enclosed a copy of the Health Department regulations which must be followed. If you have any questions regarding this inspection, please call me.

SPECIAL NOTE: Please bring adequate cash to make change for your booth. We are not set up to help you with your banking.

SECURITY: We provide security from 9 p.m. Friday until 9 a.m. Saturday and again from 5 p.m. Saturday until 9 a.m. Sunday. However, we are not responsible for items lost or damaged during the Festival, so please be very conscientious about your personal property.

RECYCLING: The Morristown/Hamblen County area is a recycling community. We are excited, again this year, to be offering our crafters and vendors the opportunity to recycle while at Mountain Makins'. A brochure with recycling information will be in your check-in packet, please familiarize yourself with the proper disposal procedures.

A copy of this year's Festival Map and Program is also enclosed. Again, we are delighted that you will be a part of the excitement at our **34th Mountain Makins' Festival.** If you have been here in the past, we are glad you are returning. If you are a newcomer, we welcome you and trust that you will find us friendly and helpful. If you have any questions, please contact me at the Rose Center office at 423-581-4330 or 586-6205. I look forward to seeing each one of you at the Festival.

Sincerely, Festival Chairman