

# St Alban's Holly Jolly Outdoor Market Guidelines - 2022

## St Alban's Holly Jolly Outdoor Market Vendor Guidelines:

1. All vendors must fill out and sign all required forms and be approved by the Market Committee before setting up at the Holly Jolly Market.
2. **We will follow the CDC guidelines for outdoor events. No exceptions.**
3. **All Vendor products must be locally made, grown, or produced.**
4. There will be two booth sizes, Large 10 ft x 10 ft and Small 8 ft x 6 ft. Large booth will have a minimum of 3 ft between them. Small booths will have 2 ft between them.
5. Vendor tables will be in a straight line or U-shape for large booths and straight line for small booths. No inside U-shape setup allowed.
6. Vendors are required to bring their own tables or displays for their products.
7. All tents and awnings must be staked or weighted down.
8. Maximum people working at a vendor booth is three people.
9. All Consumable and Topical value-added items produced in a commercial kitchen or facility must have labels listing all ingredients as required by the Tennessee Department of Agriculture. Non-certified cottage kitchen products must have signs listing all ingredients next to all products along with statement saying, "Products are produced in a Non-certified Cottage Kitchen". Further guidelines may be required to meet the Tennessee Department of Agriculture regulations.
10. Samples are allowed but must be served in individual cups.

## St Alban's Holly Jolly Market Information:

1. **Holly Jolly date is Saturday, November 12<sup>th</sup>.** Tentative hours of operation are 9:30 AM until 4:30 PM
2. Unload times and set up times to be determine.
3. Market Fees: Large Booth - \$15, Small Booth - \$10, paid at the day of the market.
4. Church restrooms will be available for vendors, volunteers, and market customers.

## I agree and will comply

Vendor/Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## St. Alban's Holly Jolly Outdoor Market Application -2022

Name of Owners	
Business Name	
Street Address City/State/Zip	
Cell Phone	
Email Address	
Webpage	
<b>Product List –</b> <ul style="list-style-type: none"> <li>• Please list products you intend to sell. Be as accurate as possible. This will be used in the HJ newsletter Ad.</li> <li>• You should grow or make the products you sell.</li> <li>• Addition of products after application submission requires review.</li> <li>• Buying &amp; reselling is not permitted.</li> <li>• Must include several photos of your products. One group photo preferred.</li> </ul>	<b>Farm Products:</b>  <b>Value-Added Products (prepared/processed/packaged):</b>  <b>Arts/Crafts/Other:</b>  <b>** If needed add attachment to further describe your products **</b>
Booth size needed (Circle one, Large or Small)	<div>Large Booth 10' x 10'</div> <div>Small Booth 8' x 6'</div>
Vendor Agreement	I submit that the information provided for my participation in the Market is accurate and complete. I have received, read and understand the St. Alban's Holly Jolly Outdoor Market Guidelines. I agree to abide by the provisions of the Guidelines and this application. If I am a registered business, I will provide the market committee a copy of my liability insurance certificate.
Signature/Date	



**ST. ALBAN'S EPISCOPAL CHURCH**  
THE LITTLE CHURCH WITH A BIG HEART

**Market Waiver**  
(All participants must sign this form)

**PRIVATE INDIVIDUAL or COMMERCIAL BUSINESS (circle one)**

*If you are a Commercial Business, we need a copy of the Insurance and Business License.*

**Agreement by Vendor**

In consideration of and as a condition to my being allowed to sell produce or other goods or items on the property of St. Alban's Episcopal Church in Hixson, Tennessee, I, for myself, and for my heirs, executors, administrators, assigns, and legal representatives:

- Hereby release and discharge St. Alban's Episcopal Church and its officers, directors, clergy, vestry members, employees, volunteers, and agents (herein collectively referred to as the "releasees") from any and all claims, causes of action or liability for any personal injury (including death) or property damage/loss (herein the "claims"), whether caused by the negligence of any of the releasees or otherwise, in any way relating to my past, present, or future use of St. Alban's property or facilities, whether such use is for the sale of produce or other goods or items or for any other purpose;
- Hereby expressly waive any and all such claims.
- Knowingly assume all risks of my use of St. Alban's property of facilities.
- Agree to indemnify and hold each of the releasees harmless from any and all claims asserted by any person (including but not limited to purchasers and consumers of my products) which (a) are based on or are the result of injuries or damages allegedly caused by products which I have sold or (b) are based on or are the result of any alleged negligence or intentional misconduct on my part.
- Agree to maintain in full force and effect liability insurance, in form, content, and amount acceptable to St. Alban's, providing coverage for any claims relating to my farming activities and my sale of produce or other goods or items on St. Alban's property, and to provide a certificate of such insurance to St. Alban's before engaging in the use of St. Alban's property or facilities; and
- Agree to pay any and all attorney's fees and other costs and expenses of litigation incurred by any of the releasees in de-fending the claims which I have agreed to indemnify.

I HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone & Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

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