

Vendor/Exhibitor/Food Service Information Form

Vendors and Exhibitors will be provided a space of 10x10. Larger spaces are permitted but will need approval. Spaces are assigned on a first come, first serve basis as applications are received.

Prior to the Event

FRIDAY: TENT SET UP (Excluding out of town llama vendors) All tents (Not merchandise) must be set up Friday between 10:00 am – 2:00 PM.

SATURDAY: MERCHANDISE SET UP: all merchandise must be set up in tents. We will open for set up at 8:00 am and you must be finished setting up no later than 10:30 am.

VEHICLES: Vehicles are allowed on World's Fair Park drive but must be moved immediately following unloading. All vendor vehicles must be in designated vendor parking no later than 10:30

PARKING: Please see thegreatllamarace.com website prior to the event to see your designated parking area and parking instructions. Designated parking is limited and on a first come first serve basis. We will make every effort to accommodate everyone.

RULES/REGULATION

1. Application is not transferable and cannot be duplicated.
2. No pets or animals. (Excluding service animals)
3. Power is limited. This will be given on first come first serve basis. You must indicate on the application if you will need electricity for your space.
4. You must supply your own electrical cords and supplies needed for your space. Please bring 100ft or longer electrical cord with 3 prong grounded plug.
5. You cannot set up without prior payment.
6. No items can be sold using the Casa de Sara or Great Llama Race name.
7. No raffles or contests unless you are a school and have prior permission.
8. Only the items you list in the application can be sold the day of the event.
9. Crafts cannot be mixed with food or baked items for sale. Food and baked items cannot be added to craft booths. For food vendor information, please food vendor form.
10. Your space will be assigned by The Great Llama Race and cannot be changed once assigned. A representative will discuss placement with you prior to final assignment, to insure both parties are in agreement with the placement.
11. The Great Llama Race reserves the right to reject any application. Incomplete applications will not be accepted.
12. Vendors must not leave before the end of the festival except in cases of emergency.
13. All vendors must be in their designated location and set up by 10:45.
14. No alcoholic beverages, illegal drugs, or firearms are permitted on the premises.
15. The Great Llama Race, Casa de Sara, Knox County area public and private schools, Southeast Llama Rescue or The City of Knoxville are not responsible for lost or stolen items.
16. You must clean up your space of all trash and debris after the event.
17. No refunds given for rain or bad weather. If **Saturday's event** is rained out, **the next day** is the rain date. If the event cannot take place either day, a refund will be given. Casa de Sara, South Llama Rescue, City of Knoxville, Public Building Authority, Knox County and surrounding area schools are not responsible for unforeseen crisis, Acts of God, or natural disasters.
18. YOU CANNOT PUNCTURE THE GROUNDS OF WORLDS FAIR PARK IN ANY WAY. No stakes, rods, or sharp objects can puncture the lawn. You must hold your tent in place by using heavy sand bags, weights, or something similar. Weighting from the top is more effective than the bottom if it is windy.



P.O Box 30306 Knoxville, TN 37930
865.690.3323 • casadesara.org
thegreatllamarace.com



Checks should be made
payable to Casa de Sara.