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**Vendor Tables**

**Event Date: Tuesday, September 15, 2020**

**Location: Goldsmith Room, Memphis Botanic Garden**

Vendors tables will line the hallways leading from the Main Entrance Atrium to the Goldsmith Room where the Table Designs will be located. Vendor tables (72” long each) will have (but not limited to) home and table decor related items during the day of the event.

In order to be considered for participation in this vendor opportunity, the application form and signed Rules & Requirements must be returned by mail and received by July 31, 2020. Please include photos of your previous booths/tables, or products of sample items to be sold. The committee will review all applicants in the order they were received, and applicants will be notified by email of acceptance or denial by August 15, 2020.

Mail application packet to: Michelle Nixon

 Junior League of Memphis

 3475 Central Avenue

 Memphis, TN 38111-4407

Thank you for your interest in the Celebrations in Table Design event. We look forward to your participation! Should you have any questions, please contact us.

Sincerely,

Holly Walters Michelle Nixon

hollykaywalters@gmail.com directorofdevelopment@jlmemphis.org

Katherine Godoy

kgodoy@amjdent.com

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**Event Schedule**

**Tuesday, April 21, 2020**

**Goldsmith Room, Memphis Botanic Garden**

**Monday, September 14**

5 - 8 pm Set up of designer tables and vendors

**Tuesday, September 15**

7:30 - 8:45 am Additional set up time for vendors

9 am - 6:30 pm Vendor area open to the public;

 Celebrations in Table Design event open to ticket holding public

6:30 – 7 pm Set up for cocktail party/vendors may continue selling

7- 9 pm Cocktail party/vendors may continue selling

9pm-10pm Vendors may disassemble and pack up products

**Wednesday, September 16**

8-11 am Table designers and vendors disassemble and move out

**Vendor information and requirements (please read carefully)**

A vendor table includes a rectangular 72” x 30” long table, with a black tablecloth and a chair. Each vendor table will receive one ticket for all-day entry to the Table Design show, in the Goldsmith Room, and the cocktail party ($30 value)

The fee for each vendor table is $75.00. There is a limit of two tables per vendor application. Once application is accepted, the fees are non-refundable.

Requests for specific placement of tables will be honored when possible but are not guaranteed.

Vendor tables may be set up on Monday evening from 5-8 pm, or on Tuesday morning between 7:30 and 8:45 am.

Vendor tables with access to electrical outlets are limited, so if that is needed please reserve one of those tables. Reserving a table will incur an additional $10 fee. Vendor must supply their own heavy-duty extension cords.

Sale of food items requires a Shelby County Health Department permit.

No open flames, smoking, alcohol, straw or hay will be allowed in the building for any reason.

Vehicles may use side entrance and loading dock, while unloading/loading only. Vehicles must be moved to regular parking spaces once unloaded, to allow others to have access.



**Applicant Information – Please print clearly.**

Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Product Description**

*(Please list the specific types of merchandise you wish to sell and range of prices. Include photos of sample merchandise with application.)*

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Do you need access to electrical power?

Limited availability/extra $10 charge) ❒ Yes ❒ No

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❒ One 72” table@$75.00 **\_\_\_\_\_\_\_\_\_\_\_\_\_**

❒ Electricity@$10.00 **\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_ Additional tickets to event @$10.00  **\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_Additional tickets to Cocktail Party @$30.00

 (Includes party & all-day entry to Table Designs)  **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total check amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please make check payable to Junior League of Memphis. Include in Memo on check “Table Design Vendor”, and send with completed application to:**

Michelle Nixon

 Junior League of Memphis

 3475 Central Avenue

 Memphis, TN 38111-4407