



ARTFEST, A FREE CULTURAL MUSIC & ARTS FESTIVAL

FACE PAINTING • ART PROJECTS • ART INSTALLATIONS • A BALLOON ARTIST
INTERACTIVE STORYTELLING & DANCING • CULTURAL MUSIC & DANCE PERFORMANCES
SHOP ARTISAN & FOOD VENDORS • COLORFUL PHOTOBOOTHES • BALLOON DROP

2025 Vendor Application

Thank you for applying to be a part of our 11th annual Multicultural Arts Festival, **ArtFest!**
We are happy to talk with you about the festival and answer any questions you have.

Please call Willow Oak and speak with Lacie Beu or Martha Haley, 615-380-8071 or email artfest@willowoakarts.org

May 17th is FREE admission and open to the public. This is a growing and heavily marketed event.

The event is funded by a grant from the Tennessee Arts Commission.

PROMOTION

This event will be promoted in Robertson and adjoining counties through distribution of rack cards, posters, flyers, newspapers, and radio time. Willow Oak staff will meet with organizations as well as distribute materials to restaurants and grocery stores. Materials will be printed in both English and Spanish.

Weekly posts (daily near festival date) will be made on Willow Oak's Facebook and Instagram pages. We ask that you "share" our Multicultural Arts Festival. ArtFest posts on Facebook and Instagram to your personal and/or business pages. That would help reach a greater audience.

Because of increased promotion this year, approximately 2,500 children and adults are expected to attend throughout the day.

(Name of applicant/business)

- Exhibitor/Vendor agrees to pay Willow Oak Center for Arts & Learning a **booth fee of \$50.**
- Educational Booth - no fee (Display purpose only; no sales)

Guidelines

1. Booth space is 10' x 10'. Vendors will be assigned spaces on the main floor. Vendor is responsible for bringing tables, table coverings, and chairs for your booth space. (No canopies.) Vendors will provide all necessary materials they require in their booth.

a.) If vendor is selling drinks, they are responsible for bringing a rubber mat to go underneath all coolers/containers holding ice/liquid.

2. Exhibitor/Vendor will be responsible for *any and all* costs associated with setting up your booth, including, but not limited to, display surfaces and clean-up. Electricity is not available.

3. Neither Willow Oak Center for Arts & Learning, The Center nor any of their agents will be responsible for losses and/or damages that may occur in conjunction with the Multicultural Arts Festival, **ArtFest**.

4. SET-UP/TEAR DOWN:

a) SET-UP Friday, May 16, 12:00-6:30 pm and Saturday, May 17, 8:00 am-9:00 am.

No one will be allowed to set up earlier than stated. *All booths are to be set up by Saturday, 9:30 am and are required to remain in place until 3:00 pm.*

b) TEAR DOWN for everyone is 3:01 – 4:00 pm Saturday, May 17. Anyone staying later than 5:30 pm will be charged a fee of \$30 per hour. All booths, including the area behind and around them, are to be left clean with all garbage placed in the proper containers which are provided.

5. Willow Oak Center for Arts & Learning reserves the right to revoke this agreement for conduct that does not reflect the views and purpose of the Multicultural Arts Festival or adherence to this booth agreement. Exhibitors/Vendors not adhering will be asked to leave the premises and future participation will be denied.

6. THE DEADLINE FOR APPLICATION IS May 1, 2025, OR until all spaces are filled.

7. Willow Oak Center for Arts & Learning will not refund a booth fee after the festival begins.

8. Alcoholic beverages and illegal drugs are prohibited.

9. Vendors are responsible for collecting and reporting their own sales tax.

10. The business owner or representative must attend the booth during festival hours.

11. All vendor booths should be attractive from all sides and not distract from neighboring booths.

12. The Multicultural Arts Festival is a family event. Any person or persons working in the booth must be neat in appearance. All articles of clothing must be in good taste and with no reference to race, ethnicity, gender, political, or religious prejudice. No items considered obscene will be allowed.

Please complete the Registration Form (pages 3-4) and mail to Willow Oak Center for Arts & Learning by May 1 or email to artfest@willowoakarts.org

Willow Oak Center for Arts & Learning

Attn: Booth Rentals

PO Box 236

Springfield, TN 37172

Upon approval, please make checks payable to:

Willow Oak Center for Arts & Learning

Please call us with any questions: 615-380-8071

Lacie Beu, Event Coordinator Martha Haley, Assistant Event Coordinator



11th Annual 2025 ArtFest Vendor Application Form

Name of Applicant/Business:_____

Applicants will receive notice of acceptance by email, or phone if requested, as their application is reviewed and approval is determined

Please list the items you will be selling and range of selling prices:

By selecting each choice below, I am stating I have read and agree with these terms

(please check ✓):

☐ Completing an application does not mean I have been accepted. Please look for an acceptance email with further instructions.

☐ I understand that if selected, I will be notified by email and sent an invoice for payment. Booths must be paid for within 10 calendar days. If not paid within 5 calendar days, my booth space will be given to another vendor.

☐ Vendors may begin set up on Friday, May 16, 3:00-6:30 pm and Saturday, May 17, 8:00 - 9:30 am. Tear down will take place Saturday, May 17, 2024 from 3:01 pm – 4:30 pm. Anyone staying later than 5:30 will be charged a fee of \$30 per hour.

☐ I agree to keep my booth set up for the entire event from 10:00 am to 3:00 pm (unless otherwise informed by the event staff).

☐ Vendors are responsible for collecting and reporting their own sales tax.

☐ I agree to standards 1-12 as set forth on pages 1 and 2 of this document.

☐ As a vendor, I give permission to Willow Oak Center for Arts & Learning and The Civic Center to promote my vendor information and photos on their social media feeds.

☐ Alcoholic beverages and illegal drugs are prohibited.

☐ ArtFest is a family-friendly event. All clothing and/or items should be chosen in good taste.



I, _____
(name of applicant/business)

agree to the preceding booth provisions as a participant and/or participating organization for the 2025 MULTICULTURAL ARTS FESTIVAL presented by Willow Oak Center for Arts & Learning, Saturday, May 17, 2024 at The Center, 401 North Main Street, Springfield, Tennessee 37172.

Signature of Exhibitor Representative / Date Signed

I hereby agree that Willow Oak Center for Arts & Learning as well as The Center will not be held liable for the loss, theft or damage to any goods, personal property, or for injury to persons or property within the area of the booth leased by myself. I expressly agree to be responsible to keep the area within the booth free of debris, obstructions or other hazards which might result in injury to the public. I understand by signing this contract, I have read and understood all “standards” and “policies” of the ArtFest Festival and agree to abide by such while participating at this event. I understand this application creates a contract between Willow Oak Center for Arts & Learning and myself, and that a breach of this contract will result in the loss of fee and future exhibiting privileges.

Signature of Exhibitor Representative / Date Signed:

Exhibitor/Vendor: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Saturday, May 17: Free & open to the public, 10 am – 3 pm

2,500 Children & Adults Expected
SET UP: Friday, May 16, 3:00-6:30 pm
Saturday, May 17, 8:00am - 9:30 am

TEAR DOWN: Saturday, May 17, 3:01 pm – 4:30 pm

Anyone staying later than 5:30 pm will be charged a fee of \$30 per hour.

