



Event Details

Date: Saturday, February 6, 2016
Times: Session One: 2:00pm to 4:00pm
Session Two: 6:00pm to 8:00pm
Location: Wilma Rudolph Event Center (at Liberty Park near Clarksville Marina)
1188 Cumberland Drive, Clarksville, TN

Vendor Guidelines

- Chocolate Samples:** Vendors must provide at least 600 edible or drinkable samples (300 per session) which contain chocolate in some form. Samples do not have to be identical. Both traditional, creative, sweet, and savory uses of chocolate are encouraged. All samples must be produced by the vendor, or the character of the item must be substantially altered or embellished by the vendor. Items provided must reflect what is represented on the application. If you are unsure of an item, please ask.
- Application Process:** Submitting a Chocolate Affair vendor application does not grant any guarantee of acceptance or exclusivity. Vendors will be considered on a first-come first-serve basis and based on the needs of the event. Vendors will be notified of acceptance no later than January 22, 2016. Booth placement is completely up to the Chocolate Affair event committee.
- Booth Space:** Vendors will receive a minimum 10'x10' booth space. All displays must remain entirely within the space provided and cannot extend into aisle areas. Candles or other flammable items may not be burned in the building. Storage must be covered and out of sight. Dark-colored floor-length table skirts or cloths are highly encouraged. Roaming distribution of products is not allowed. Vendors must provide their own cold storage.
- Sales:** Direct product sales are prohibited at this event. Vendors may distribute marketing materials, but may not sell items during Chocolate Affair.
- Conduct:** When samples are depleted, vendors are asked to continue interacting with guests until the conclusion of the event. The vendor must demonstrate a professional and courteous attitude towards guests and staff of Clarksville Parks & Recreation. Any vendor unwilling to comply with the guidelines may be asked to leave the event without reimbursement. Violators will not be allowed to return for future events.
- Power:** Access to electricity is limited and not guaranteed. Please bring your own long electric cords and power strips. Nothing may be taped to the floor of the event center, including electrical cords. Vendors must instead supply a mat to cover any exposed cords.
- Set Up & Tear Down:** Booths must be set up and ready to go at least 30 minutes before the event opens to the public. Vendors are responsible for moving their own items in and out of the event center. Staff are unable to assist with loading and unloading. Early breakdown of booths is prohibited. Booths must be left clean and trash free. Vendors who do not complete set up and tear down within the scheduled time will not be allowed to return for future events.
- Cancellation Policy:** Please notify Clarksville Parks & Recreation as soon as possible if you need to cancel. Any cancellation after January 1, 2016 or no-show on the day of the event will result in forfeiture of payment through the Reimbursement Program (if applicable) and a one-year ban from the Chocolate Affair event. You may not sell your space or share it with a non-registered vendor.
- Reimbursement:** Small businesses participating in Chocolate Affair may be eligible for a monetary reimbursement. Following the completion of the event, vendors who complete all necessary paperwork and follow these guidelines will receive a \$150.00 reimbursement in the form of a mailed check. Vendors will be paid after the event and will be required to submit a completed W-9 tax form. W-9s must be submitted to Clarksville Parks and Recreation prior to the event. Payment will be made after the event, no later than March 1, 2016.
- Attendance:** The City of Clarksville makes no guarantee regarding attendance. Tickets are expected to sell-out as they have in previous years. Event cancellations, due to inclement weather, will be relayed to vendors by the email address listed on the application. Event staff will make every possible effort to reschedule the event.

Additional Information

Awards

Vendors have the opportunity to compete for awards in three (3) categories: Best Taste (1st, 2nd, & 3rd place awards), Best Presentation (1 award), and Most Creative Use of Chocolate (1 award). Based on voting by attendees, winners will be awarded with recognition plaques during the evening session of the event.

Event Booklets

Each business will be allotted space in the booklet for their logo, address, and other contact information. Your logo and any accompanying text that you would like to be included (not to exceed 40 words) must be submitted by January 22, 2016.

Application Schedule

Wednesday, January 20	<u>Application Deadline</u>
Friday, January 22	<u>Vendor Acceptance Notification & Booklet Content Deadline</u> Accepted vendors will be notified no later than this date.

Event Schedule

Saturday, February 6	
9:00am – 1:00pm	Vendor Set-up
2:00pm – 4:00pm	Afternoon Chocolate Affair (Session 1)
4:30pm	Vendor workshop (To Be Determined).
6:00pm – 8:00pm	Evening Chocolate Affair (Session 2)
8:30pm – 10:00pm	Vendor Tear-down

Reimbursement Program

The Reimbursement Program allows small businesses the chance to participate in Chocolate Affair and earn money in the process. Applicants will be required to:

- Show proof of 600 samples during the event and participate fully in both sessions.
- Submit all required paperwork prior to the event.

Vendors must complete and submit a W-9 tax form to Clarksville Parks & Recreation. Sole-proprietors must also submit a copy of their driver's license. In return, applicants will receive \$150 reimbursement from the event. Payment will be mailed after the event, no later than March 1, 2016.

Please contact Clarksville Parks & Recreation with any questions about the event between 8:00am and 4:30pm Monday through Friday at (931) 645-7476, or email jessica.goldberg@cityofclarksville.com.



2016 Vendor Application

Please print clearly. Submitting a Chocolate Affair vendor application does not grant any guarantee of acceptance or exclusivity.

For office use only.

Date application received: _____

Photos received: _____

Booth #: _____ Fee: _____

Contact Information		
Name of Business:		
First Name:	Last Name:	
Home Phone:	Cell Phone:	
Mailing Address:		
City:	State:	Zip:
Business Website:		
Email Address:		
Have you been a vendor at Chocolate Affair previously? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, how many years?

Booth Specifications	
Please select the items you would like placed at your booth. (No additional fee).	<input type="checkbox"/> One 8' table <input type="checkbox"/> Two chairs
Would you like access to an electrical outlet? (Electricity is not guaranteed).	<input type="checkbox"/> Yes <input type="checkbox"/> No

Business Information	
Which of the following describes your business?	
<input type="checkbox"/> Small Business (Less than 50 employees) <input type="checkbox"/> Corporate (50 or more employees)	
Which of the following best describes your business? (Select all that apply).	
<input type="checkbox"/> Full-service Restaurant	<input type="checkbox"/> Breakfast Establishment <input type="checkbox"/> Grocer <input type="checkbox"/> Educational Institution
<input type="checkbox"/> Bakery	<input type="checkbox"/> Food Truck <input type="checkbox"/> Caterer <input type="checkbox"/> Ice Cream Shop
<input type="checkbox"/> Other. Please describe.	
Are you a sole-proprietor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(If as a sole proprietor you do not have a federal employer identification number (FIEN), you must provide a copy of your driver's license to receive the monetary reimbursement.)	

Products
Which of the following describe your products? Check all that apply. <input type="checkbox"/> Traditional <input type="checkbox"/> Non-traditional <input type="checkbox"/> Sweet <input type="checkbox"/> Savory <input type="checkbox"/> Drinkable <input type="checkbox"/> Handcrafted
Please select the category which best describes your items. Check all that apply. <input type="checkbox"/> Entrées <input type="checkbox"/> Desserts <input type="checkbox"/> Drinks <input type="checkbox"/> Breakfast items
Please list the specific samples you will provide.
Please describe in detail the ingredients and process used to make your products.

I do hereby agree to release, defend, indemnify and hold harmless the City of Clarksville, City employees, Chocolate Affair, its organizers and committee members from and against any and all loss, expense and claims for damage or injuries incurred to persons or property resulting from acts or omissions by exhibitor, its agents or employees.

By submitting your application, you are agreeing to abide by the Vendor Guidelines, and guaranteeing that you will provide 600 consumable samples for this event that contain chocolate in some form. You also certify that samples provided at this event have been produced by you, the applicant. The Clarksville Parks and Recreation Department reserves the right to select vendors based on quality of product and the needs of the event. This application does not guarantee you a space. If you are selected to participate you will receive an acceptance email with more information regarding the event.

Applicant signature:	Date:
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City of Clarksville Parks & Recreation
 102 Public Square, Clarksville, TN 37040
 (931) 645-7476

