



October in Orlinda

Vendor Application

Thank you for your interest in becoming a vendor at our October in Orlinda festival! Please fill out all required information and submit your application by **Friday, September 25th, 2026** to be considered.

Vendor Information

Business Name:

Responsible Person:

Address:

Phone: _____ **Email:** _____

Goods and Services

Type of Products to be featured at festival:

Additional Product Information:

Booth Requirements

Booth Space Size Needed: (Please select one)

RETAIL VENDOR

2:00 pm to 6:00 pm

____ 10 X 10 \$35

____ 20 X 20 \$60

____ Electricity \$10

____ **City Residents get free space.**

For RETAIL vendors only

FOOD VENDOR

2:00 pm to 8:30 pm

____ 10 x 10 \$50

____ 20 x 20 \$75

____ Electricity \$10

INFORMATION/CHURCH

2:00 pm to 6:00 pm

____ 10 x 10 \$35

____ 20 x 20 \$60

____ Electricity \$10

Do you plan to bring a generator?

- ____ Yes
- ____ No

Payment Methods accepted:

- Check (Payable to City of Orlinda)
- Exact Cash paid in person at City Hall
- Card Payment link (3.5% fee applies)

An invoice will be sent once you have been accepted as a vendor. Payment must be made prior to Friday, September 25, 2026 to guarantee space is held.

Guidelines

Important Dates and Deadlines

- Application Deadline: **Friday, October 2nd by 4:30 PM**. All applications must be submitted directly to City Hall for review.
- Vendor Notification: **Monday October 5th**. Vendors will receive confirmation, booth assignments, and detailed market information.
- Rain: In the event of rain or severe weather, the event may be cancelled. Announcements regarding cancellations or changes will be made on the City of Orlinda TN Facebook page. If the event is cancelled due to weather conditions, the booth space fee will be refunded. Refunds will not be given for any other cancellation reason.

Market Schedule and Location

- Event Location: Market vendors will be in the grass area near the volleyball court off Elm Springs Road. Food vendors will be in the ballfield.

- Set-Up Window: 10:00 AM to 2:00 PM.
- Market Sales Hours: 2:00 PM to 6:00 PM.
- Food Sales Hours: 2:00 PM to 8:30 PM
- Concert in the Park: Begins at 6:00 PM at the ballfield, immediately following the market.

Logistics and Vehicle Rules

- Check-In Procedure: Upon arrival, all vendors must check in at the pavilion on Elm Springs Road to receive their booth assignment and a mandatory vendor parking pass.
- Unloading and Parking: Vendors may drive into the market footprint to unload. However, all vehicles must be completely moved out of the market area and into the designated vendor lot by 1:30 PM.
- Power and Utilities: Electricity is limited. If it is needed, please specify on your application. If electricity is requested, you must bring your own extension cords. Generators are permitted but must be indicated on the application. Vendors must supply their own heavy-duty, outdoor-rated extension cords and cord covers to prevent tripping hazards.
- Waste Management: Vendors are responsible for keeping their immediate area clean during the event. All trash, cardboard, and inventory debris must be packed out or disposed of in designated site trash cans at the conclusion of the market.
- Compliance and Licensing: All vendors are required to hold necessary business licenses, health department permits (for food), and sales tax registrations.
- Concert Operations: To ensure guest safety during the Concert in the Park, keep vehicle movement to an absolute minimum after 6:00 PM. Do not turn on vehicle headlights while inside the park grounds during the concert. All Food Vendors must remain parked and in place until the majority of the concert crowd has left the area.

Vendor Layout and Market Curation

- Booth Identifiers: A sign featuring your vendor name will be pre-placed in your designated booth space prior to arrival.
- Exclusivity and Variety: To maximize vendor success and provide a great attendee experience, market management reserves the right to limit the number of vendors selling similar items.

Additional Notes

Please include any additional information or special requests here:

Agreement:

I have read and understand the requirements to be a vendor at the October in Orinda Festival on Saturday, October 10, 2026. I will adhere to the guidelines as listed. I understand that submission of this application does not guarantee acceptance.

Signature: _____ **Date:** _____