



Sponsored by GFWC Cookeville Jr. Woman's Club

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**Booth confirmation emails will be sent by July 15th, 2019 along with balance due (if any).
You must pay your booth fee in full by August 31st to secure your spot.**

Date: November 15th - 17th 2019

Location: Hyder-Burks Ag Pavilion 2392 Gainesboro Grade, Cookeville, TN 38501

Public Hours of Operation:

Fri:	10 am - 7 pm
Sat:	10 am - 7 pm
Sun:	1 pm - 5 pm

Packet pickup/Setup hours:

(Unless you have prior approval from the SW coordinator with special setup hours)

Thur:	4pm - 9pm
Fri:	8am - 10am

Vendors access hours:

Fri:	8am
Sat:	9am
Sun:	12:30pm

Wi-Fi password available at check-in

Please email swvendors@gmail.com with any questions.
We will answer your emails as soon as possible. Thank you for being patient!

- Please wear the armbands provided in your packet each day of the show so that we know you are a vendor. You must have armbands to enter without paying entry fee.
- If you have any problems/questions find someone in the black SW apron for help.
- **Vendors must not park in front of/block the back doors or block other vendor's vehicles.**
- Each booth MUST sell only hand-made items. **No manufactured items can be sold.**
- Each booth must be staffed and ready for business no later than the opening of the show each day.
- Booths must be stocked and staffed from opening until closing all three days. **No early departure allowed unless you have prior permission from SW.**
- Displays/booths must be contained in the reserved area for your booth.
- SW will provide security during closed hours. During show hours, security is the vendor's responsibility.
- No pins, nails, wires, twist ties, HAY, or similar objects can be used in the booth or on the curtain dividers due to animals using the arena at other times.
- TTU Hyder-Burks Pavilion will **not allow any readily edible food** items to be sold. Food must be sold in some sort of packaging.
- SW has and will reserve the right to refuse space in future show to anyone who violates any of the specifications outlined above.
- Please clean up around your booth when you leave.

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