

7th Annual Southeast Fig Frolic

Vendor Information & Rules

Event Information

Date: Saturday, September 12, 2026

Event Hours: 10:00 a.m. – 3:00 p.m.

Venue Location: Ooltewah Nursery & Landscape Co., Inc. 5829 Main Street Ooltewah, TN

Application Process

All prospective vendors must complete a vendor application.

Application Deadline

- August 31, 2026, or until all vendor spaces have been filled.

Because booth space is limited, applications are reviewed to create a balanced variety of vendors. Similar businesses may be limited. For example, if several crochet vendors apply, only one may be selected.

First-Time Vendors

Please include:

- Photos of your products **or**
- Links to photos online

Photos may be used to promote both the event and your booth.

Submit Your Application

Email (Preferred): info@2AngelsFarm.com

Fax: 423-238-6894

Mail: 2 Angels Farm P.O. Box 433 Harrison, TN 37341-0443

Applicants will be notified by email whether their application has been accepted.

Vendor Eligibility

We encourage vendors offering products that are:

- Fig-related or fig-themed, if at all possible
- Handmade
- Custom-made
- Unique artisan products

Vendors with such items would be given preference. If you are unsure whether your products qualify, please contact us at **info@2AngelsFarm.com**

Items That Are Not Permitted

The following items or activities are prohibited:

- Rooted plants (out of respect for our host venue, Ooltewah Nursery)
- Food trucks or food carts (food vendor spaces have already been filled)
- Weapons
- Alcohol
- Tobacco products

Additional rules:

- Smoking is prohibited anywhere on the property by Ooltewah Nursery for biosecurity reasons for their plants
- No generators.
- Pets are welcome but must remain leashed or be carried.
- No loud music or aggressive sales “hawking.”
- During scheduled presentations, please keep conversations at your booth to a minimum so that attendees may hear without distraction.

The presenter schedule is available on our website and will be in the event Program

Vendor Responsibilities

Participation is entirely at the vendor’s own risk. Vendors are responsible for:

- Complying with all Tennessee laws.
 - Obtaining any licenses or certifications required for their products.
 - Collecting and reporting applicable sales tax.
 - To carry their own insurance, including product liability and accident insurance
 - Participation is entirely at the vendor’s own risk.
-

Booth Fees

Vendor Booth Fee: \$50

There is:

- No application fee
- No commission or percentage taken from your sales

If your application is accepted, a Square invoice with a payment link will be sent to the email on file for your application.

Your booth is not reserved until payment has been received.

You may pay directly from the link using an assortment of payment options. There is a 4% credit card fee for credit card payments, which can be avoided if you bring cash or send a check before September 1, 2026. If other special payment arrangements are needed, please contact us.

Cancellation & Weather Policy

This is an outdoor event and will be held **rain or shine**, unless weather or other circumstances create unsafe conditions.

Southeast Fig Frolic and 2 Angels Farm reserve the right to:

- Cancel
- Postpone
- Shorten
- Modify

the event because of:

- Severe weather
- Venue availability
- Public health concerns
- Acts of nature
- Other circumstances beyond our control

Event Cancellation by Management

If the event is canceled **before September 12**, vendors will receive a refund of their booth fee, less any credit card processing fees.

If the event must close early **on September 12**, no refunds will be issued.

Vendors acknowledge that 2 Angels Farm, Ooltewah Nursery, and their officers, employees, volunteers, and agents are not responsible for losses resulting from cancellation or early closure, including:

- Travel expenses
- Inventory losses
- Perishable products
- Lost wages
- Lost sales

Vendor Cancellation

If you cancel:

Before September 1

- Full refund of your booth fee, less credit card processing fees.

On or after September 1

- No refund.

Vendors who fail to attend without notice (“no-shows”) will not be invited back.

If you cannot attend, please notify us immediately so your booth can be offered to someone on the waiting list.

Free Vendor Advertising

Every vendor will receive a **free full-color advertisement** in the event program.

Free Program Ad Size

- 1/3 page, which is 4.8 inches wide × 2.5 inches tall

Please email a high-quality JPEG image for your advertisement.

Additional advertising options (½ page, full page, etc.) are available for purchase.

Free Goody Bag Insert (Optional)

If you would like to provide an insert, like a coupon, flier, or a small item to include in the attendees’ goody bags, please let us know. Any such items must be received by Sept. 3rd.

Prize Drawing (Optional)

The Grand Prize Drawings at the close of the event are a highlight that people wait for eagerly. We hope that you will donation an item for the drawing. Prize donations are appreciated but not mandatory. If you choose to participate, please bring:

- One prize item
- A business card, flyer, or promotional material
- A small card, or other information, describing the prize

Prize donations will be collected during vendor check-in and displayed during the event.

Event Day Procedures

Arrival & Check-In

You may arrive beginning at **8:00 a.m.**

Upon arrival:

1. Check in with Angel to receive your booth assignment, and drop off your prize donation.
2. Unload your vehicle at your booth (do not begin setting up, yet.)
3. Move your vehicle to the designated Vendor Parking Area.
4. Return to set up your booth.

Please **do not begin setting up while your vehicle remains in the event area.**

Booth Requirements

Each booth measures:

10 ft. × 10 ft.

All displays must remain entirely within your assigned space.

Vendors must provide their own:

- Canopy tent (Optional)
- Tables
- Displays
- Signage
- Tent weights (mandatory with canopy tent)
- Any other booth equipment you may need such as change, etc.

Electricity is not available.

Folding chairs will be available on loan from Ooltewah Nursery.

Because this is an outdoor event, vendors should prepare for sun, rain, wind, heat, or cooler weather.

Tent Safety

If using a canopy tent, it **must** be secured with tent weights totaling **at least 100 pounds.**

Product Display

All merchandise must be clearly marked with prices in some manner:

- Price tags
 - Signs
 - Stickers
 - Or other visible pricing methods
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Sales Summary Report Form

Near the end of the event, management will provide each vendor with a confidential Sales Summary Report.

Please complete and return the form to management **after the event concludes.**

This information:

- Remains confidential
- Is never shared with other vendors
- Helps management evaluate attendance and vendor success
- Assists with planning future events

Please report your Gross sales accurately. If you have questions, we are happy to help.

Event Closing

The event ends promptly at **3:00 p.m.**

Please be mindful:

- Do not begin packing before 3:00 p.m.
- Pack up and break down before bringing your vehicle into the event area.
- Complete breakdown and exit the property by **5:00 p.m.**

Important: Ooltewah Nursery gates will be locked promptly at **5:00 p.m.**

*Do **not** park in front of the nursery building or your vehicle may be locked inside overnight.*

Continue to Application...

Vendor Application

Owner Name(s) _____

Business Name (if different than your own) _____

Mailing Address _____

City, State, Zip _____

Cell Ph (____) _____ Other Ph (____) _____

Email _____ Best Way to Contact _____

Primary Contact Person _____ Website: _____

Did you read all of the Vendor Rules and Information in full? ☐ Yes ☐ No

Do you agree to abide by these rules? ☐ Yes ☐ No

Will you donate an item for the prize drawing? ☐ Yes ☐ No

What **payment methods** do you accept?

☐ Cash ☐ Check ☐ Credit Card ☐ Apple Pay ☐ Google Pay

☐ PayPal ☐ Venmo ☐ CashApp (square cash) ☐ Zelle ☐ Other _____

☐ I do not yet accept credit cards yet, but I would like to start. Please send me information.

What **contact info** may we share if a customer needs to contact you? (Choose **only 1** please)

☐ Through my website ☐ Email listed on this application ☐ Text me at: (____) _____

☐ Call me at: (____) _____ ☐ Please do not share my contact info

Please list all types of products that you wish to sell:

Please tell us anything that you want us and your customers to know about your products, creative process, artistic philosophy, etc. (We will use this information to promote you & your products to our email list and on website.)

Vendor Agreements

1. Accuracy of Application

I submit that the information provided on this application for my participation as a vendor at the Southeast Fig Frolic is accurate and complete, and that I have received, read, and understood the Vendor Information and Rules in this document. I agree to abide by the rules as described herein.

2. Licenses, Taxes, and Insurance

I understand that it is my responsibility to procure any licenses, forms, or certifications from any corresponding government agency that may require them, and to collect and report any applicable state and local sales tax. I understand that it is my responsibility to carry any applicable insurance coverage, such as liability, accident, or damage coverage.

3. Hold Harmless

I agree to hold harmless the Southeast Fig Frolic, 2 Angels Farm, Ooltewah Nursery & Landscape Co., and their officers, employees, agents, representatives, and/or volunteers from any legal or financial liability in case of accidents or incidents occurring at, or as a result of, my participation in this event. including any and all attorney's fees incurred as a result thereof. I understand the terms of this application are subject to change.

4. Event Cancellation

I understand that the Southeast Fig Frolic and 2 Angels Farm reserve the right to cancel, postpone, or shorten this event at any time due to weather, venue availability, public health concerns, acts of nature, or any other circumstances beyond their control. I agree that 2 Angels Farm, Ooltewah Nursery, and their officers, employees, agents, and volunteers will not be liable for any costs, losses, or damages I incur — including but not limited to travel expenses, inventory, perishable goods, lost wages, or lost sales — resulting from cancellation, postponement, or early closure of the event for any reason.

If I am unable to attend for reasons of my own, I agree to notify management as soon as possible so the booth space may be offered to another vendor.

5. Booth Fee

I understand that, if I am selected to be a vendor at the Southeast Fig Frolic event, the booth fee of \$50 will be due immediately. I further understand that the application process is incomplete until my booth fee is paid in full.

6. Media Release

I release the Southeast Fig Frolic and 2 Angels Farm to use photos, videos, audio of myself and my products, and any information I have provided on forms I submit, for the purpose of advertising and promoting this and future events. I give permission to use my business or organization name, logo, description, and submitted images to promote my participation in the event.

Signature_____ Date:_____

DO NOT WRITE BELOW; FOR OFFICIAL USE ONLY

Application received by: _____ Date Application Received: _____

Photos of work: ☐ Received ☐ Not Received Note _____

Application: ☐ Approved ☐ Declined Decision Date: _____

Date Applicant Notified: _____ ☐ Email ☐ Phone Call ☐ Text ☐ In Person

Date Payment Link Sent: _____

Date Payment Received: _____ Transaction # _____

Observations/Notes:
