

VENDOR WELCOME PACKET



www.bluffcityfamily.org





2024 VENDOR EVENTS

04

April

- 4/20- Spring Vendor Market @ Bluff City Ball Field 10AM-4PM

05

May

- 5/4- Organizations Assembly @ Town Hall 11AM-2PM
- 5/11- Mother's Day Tea @ICC 11AM-2PM
- 5/18- Farmers Market Opening Day 9AM-1PM
- 5/25- Farmers Market

06

June

- 6/1- Famers Market
- 6/8- Farmers Market
- 6/15- Farmers Market
- 6/22- Farmers Market
- 6/29- Farmers Market

07

July

- 7/6- Famers Market
- 7/13- Farmers Market
- 7/20- Farmers Market
- 7/27- Farmers Market

08

August

- 8/3- Farmers Market
- 8/10- Farmers Market
- 8/17- Farmers Market
- 8/24- Farmers Market
- 8/31- Farmers Market

09

September

- 9/7- Farmers Market
- 9/14- Farmers Market
- 9/21 Farmers Market
- 9/28 Heritage Day (No Market, hosted by Town Hall)

10

October

- 10/5- Farmers Market
- 10/12 Farmers Market
- 10/19- Farmers Market
- 10/26- FINAL Farmers Market

11

November

- 11/23- Christmas Market @ Impact Community Center 12PM-4PM

VENDOR MARKETS

Set Up

We have three vendor markets scheduled for 2024. The vendor event for both craft vendors and food vendors for all events are \$25. You can apply online at our website, www.bluffcityfamily.org. Once accepted you will receive an email with a payment link to submit your payment. We will NEVER ask you to send your payment via any other payment link such as paypal, cashapp, venmo, etc.



Spring Vendor Market

April 20th, 2024

10AM-4PM

Taking place at the Bluff City Ball Field. Set up will begin at 8AM. Please refer to the Farmer's Market section in this packet for set up instructions and parking layout.

All vendor fees for this event is being donated to the Sullivan East Middle School Robotic Team to help with the cost of traveling to Texas for Nationals.

Accepting vendors until April 15th or until full.

Mother's Day Tea Party

May 11th, 2024

11AM-2PM

Taking place at the Impact Community Center (337 Carter street, Bluff City.

FULL- No more vendors accepted.



Christmas Market

November 23rd, 2024

12PM-4PM

Taking Place at the Impact Community Center (337 Carter Street, Bluff City.

Set up will begin at 9AM. Please unload your vehicle and move it immediately to the front of the building. Parking is VERY tight where we unload.

Accepting vendors until November 15th, or until full.

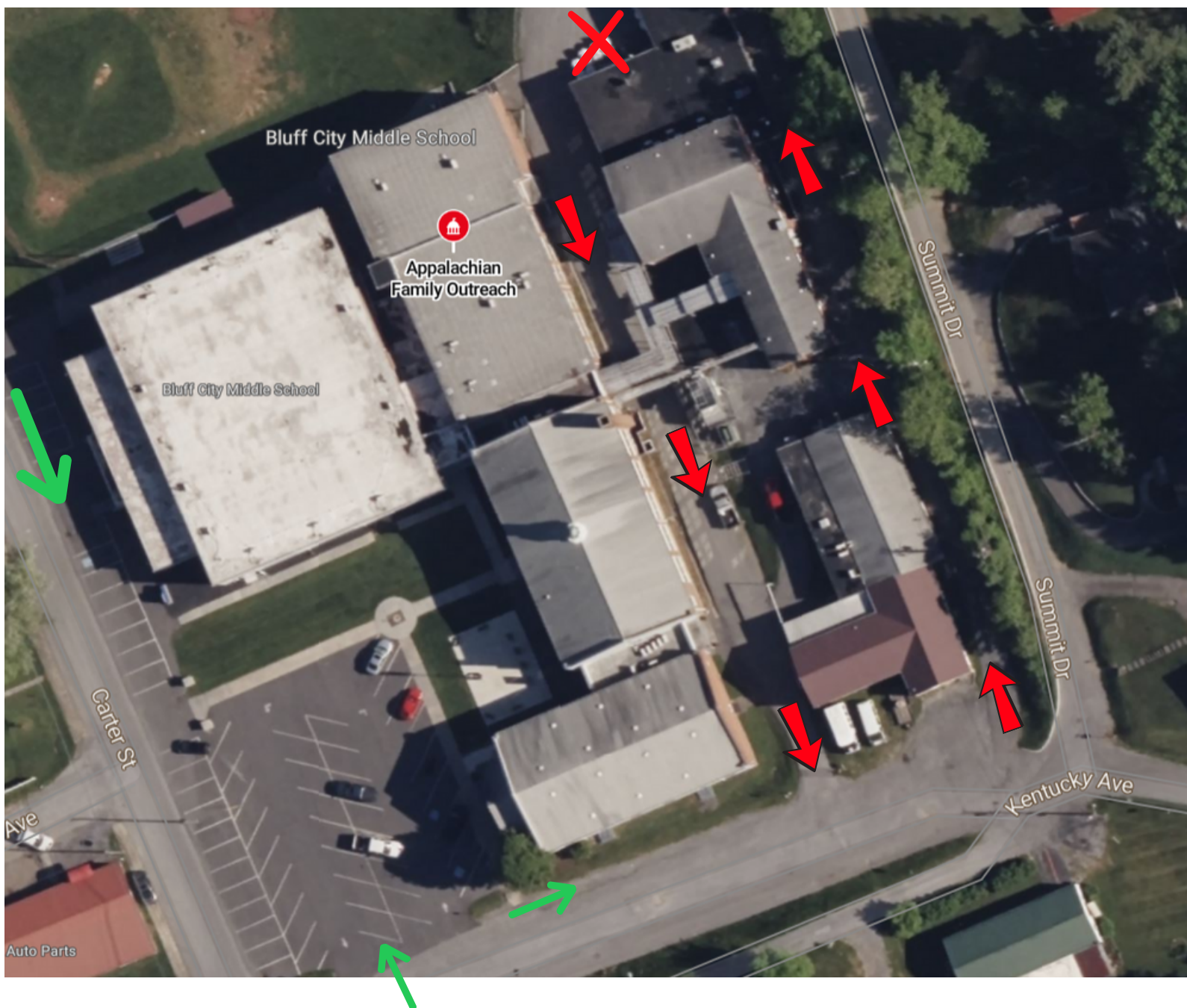


IMPACT COMMUNITY CENTER

Set Up

You will unload where the red X is on the photo below. Please turn in where the red arrow is on the photo below and drive around. We ask that you unload as quickly as possible as parking here will be tight.

Once unloaded please move your vehicle to any of the parking spaces highlighted below with a green arrow.



FARMERS MARKET

Bluff City Ball Field
4196 Bluff City Highway
Bluff City, TN 37618
Set up at 8AM
Open to the Public from 9AM-1PM

Set Up

Our vendors do not have any assigned space at the market. We just ask that if you are the first vendor to arrive you set up at the back left corner (as shown with the red arrow is on the photo below). Vendors that arrive next should set up directly beside the previous vendor.

Please do not block the grass pathway or set up on the other side of the grass pathway.

Once the first row is completed please begin row two at the left side. (As shown with the blue arrow below.)

Please unload your vehicle and move it prior to setting up. You can move your vehicle to the grass behind the parking lot or to the middle of the lot on the right. (as shown with the green arrows) Please save the beginning spaces on the right for customer parking and the end of the lot for boat access.

Fees

We ask that the fees be paid online at our website, but we know for some this is not possible. If you have not paid your fee for that day please continue to set up as usual, and a committee board member will be around at some point during the day to collect your fees.



Rules and Guidelines

1. Please be mindful and courteous to your neighbors and event attendees.
2. Please no smoking in your booth or the market area. You are free to step away to the grass area and smoke.
3. Please no animals of any kind in your booth.
4. Alcohol is not permitted at any event, even in your booth. You will be asked to leave.
5. Please make sure your tent has weights on the legs to prevent it from flying away if the wind picks up. This has happened in the past and we want to make sure you and our attendees are safe at all times as well as prevent any damage to your tent and/or items.
6. If you are selling food items of any kind, the food must be individually packaged for sale and must include a label with ALL ingredients used to make the item.

At this time we are not permitting the sale of any animal meat products at the Bluff City Farmers Market. We may change this in the years to come, but currently it will not be permitted.

The Sale of Eggs

We are permitting the sale of eggs at the farmers market but must follow the following guidelines as set forth by the State of Tennessee.

1. Eggs must be packaged in a clean and unused egg carton.
 2. Eggs must remain in a cooler at all times.
 3. Label egg cartons or other containers with type no less than ¼ inch in height that is plain, conspicuous, easy-to-read, and placed on top of all cartons. Egg carton labels should contain the following information:
 - Producer name and contact information (address, city, and ZIP code).
 - The date in which the shell eggs were packed into the egg carton.
 - The quantity of eggs in the carton (i.e., one dozen, 12 each, etc.).
 - The words “Keep Refrigerated” on the carton.
 - For ungraded or unclassified eggs, mark as “Ungraded” or “Unclassified.”
- Include the Safe Handling Instructions statement, shown to the left, on the outside or inside of the egg carton lid.



SAFE HANDLING INSTRUCTIONS

To prevent illness from bacteria, keep eggs refrigerated at or below 45°F. Cook eggs until yolks are firm and cook foods containing eggs thoroughly. Unwashed, ungraded eggs.

KID'S MARKET

July 13, 2024

Bluff City Ball Field

4196 Bluff City Highway

Bluff City, TN 37618

Set up at 8AM

Open to the Public from 9AM-1PM

The Kids Market is an extension of the Farmers Market for one day only. Children are invited to join us for free this day to learn entrepreneurship skills, marketing skills and more.

Please make sure you have registered online on our website or messaged us on facebook.

Set Up

Our vendors do not have any assigned space at the market. We just ask that if you are the first vendor to arrive you set up at the front left corner (as shown with the red arrow is on the photo below).

Vendors that arrive next should set up directly beside the previous vendor. Please back your booth up to the grass.

Once the first row is completed please begin row two at the left side. (As shown with the blue arrow below.)

Please unload your vehicle and move it prior to setting up. You can move your vehicle to the grass behind the parking lot or to the middle of the lot on the right. (as shown with the green arrows) Please save the beginning spaces on the right for customer parking and the end of the lot for boat access.

Fees

Children setting up for the kids market will not pay a fee this day.

