



**The Annual Tucson Folk Festival**  
One of the oldest FREE folk music festivals in the country!  
Free to the Public Since 1986

**Produced by the Tucson Kitchen Musicians Association**  
P.O. Box 26531, Tucson AZ 85726  
[www.tucsonfolkfest.org](http://www.tucsonfolkfest.org)



December 1, 2018

Dear Vendor/Exhibitor,

Thank you for your interest in participating as a Vendor/Exhibitor for our 34<sup>th</sup> Annual Tucson Folk Festival to be held on April 6-7, 2019!

Did you notice we moved the festival one month earlier in the year? Hot temperatures and better availability of volunteers influenced this decision, and we are so excited to be trying this new opportunity!

Also new this year, we have moved our main festival grounds to Jacome Plaza, located outside of the Joel D Valdez Main Library, 101 N Stone Avenue, in Historic Downtown Tucson! (The City of Tucson no longer is offering El Presidio Park for events.)

Again, this year, we are expanding our vendor area! Vendors/Exhibitors will be stationed along Church Avenue from Pennington Street onto Alameda Street! Stages will be located in Jacome Plaza, on the west side of the Library, just north of Church and Alameda, the Presidio Museum and at La Cocina. Our Kids Zone activities will occur on the grassy area on the west side of the Library where the Young Artist Showcase and Children's Show will be presented on the Wildflower Stage. We feel this new set up will increase vendor/exhibitor business and exposure!

Please submit a completed Vendor/Exhibitor Booth Application, required documentation, along with your deposit and/or payment to the address on the bottom of the Application or send as an email attachment. New this year, online payments through PayPal, if desired!

Final submission of applications, documentation and/or payment for all vendors/exhibitors is March 1, 2019.

Please feel free to contact me with any questions, and I am looking forward to welcoming back our "regulars" and meeting new faces, too! It's going to be a fantastic festival!

Thank you,

Greg Aiken, Vendor Coordinator  
[vendors@tucsonfolkfest.org](mailto:vendors@tucsonfolkfest.org)  
(520) 204-8902

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**34th Annual Tucson Folk Festival – April 6-7, 2019 - A production of the Tucson Kitchen Musicians Association!**

*The Tucson Kitchen Musicians Association (TKMA) began as a group of friends gathering regularly on Friday nights for potlucks and jammin' in the kitchen. TKMA has grown into an all-volunteer operated 501(c)(3) non-profit organization; established in 1986. Our mission is to further public awareness and interest in acoustic music and other folk arts by promoting and producing the annual Tucson Folk Festival; one of the oldest FREE folk music festivals in the country! We invite you to visit our website: [www.tucsonfolkfest.org](http://www.tucsonfolkfest.org) and Facebook: <https://www.facebook.com/TucsonFolkFest>*



## **VENDOR/EXHIBITOR GUIDELINES**

### **FESTIVAL HOURS**

**Saturday, April 6 – Noon to 10 pm**

**Sunday, April 7 – 11 am to 9 pm**

### **Hi, Folks!**

Thank you for your interest in our 34th Annual Tucson Folk Festival; one of the oldest FREE folk music festivals in the country! We are looking forward to a new and exciting festival in 2019! The Tucson Folk Festival is attended by more than 13,000 people to date; and is increasing in attendance and vendor/exhibitor participation each year. We strive to provide the best service possible to all participants of the festival; as well as, our partners and festival community. We are committed to making your experience at the festival a FUN experience and profitable at the same time! Please visit our website to learn about all of the festival activities we have planned: [www.tucsonfolkfest.org](http://www.tucsonfolkfest.org)

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## **APPLICATIONS AND BOOTH ASSIGNMENT**

### **APPLICATION PROCESS**

All Vendors/Exhibitors must submit a new application each year. Application acceptance is ongoing, on a first-come/first serve basis until all available categories are filled. Deadline for all applications and payments is March 1, 2019. If you need to cancel after your application/payment has been accepted, full refunds will be offered up to January 01, 2019; 50% refunds offered to January 31, 2019; and, no refunds after February 1, 2019.

NOTIFICATION of your acceptance will be within two weeks after the receipt of your completed application and payment.

### **BOOTH ASSIGNMENTS**

Booth locations will be assigned along Church Avenue (Pennington onto Alameda). Once assigned a space, vendors/exhibitors may not change booths, switch places, or occupy spaces they considered unoccupied, without prior approval of Festival staff.

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**SET UP/LOAD-IN** (Directions will be provided via email after acceptance of application.)

### **FOOD VENDORS**

Food Vendors may set-up after 9 am on Friday, April 5<sup>th</sup> or Saturday morning, April 6<sup>th</sup> - 8-10 am. All food vendors will be provided with an electrical 20-amp circuit. We discourage generators unless food operations require electricity beyond what we can provide. Please check with the Vendor Coordinator relative to any generator you intend to use.

## **ARTS & CRAFTS/NON-PROFIT VENDORS**

Arts & Crafts Vendors/Exhibitors may set-up after 8 am on Friday or Saturday morning 8-10 am. All food vendors will be provided with an electrical 20-amp circuit.

## **MISCELLANEOUS**

### **BOOTH**

All vendors/exhibitors must bring their own canopy to fit in a 10×10 space; unless other arrangements have been approved. You are required to secure your tent in place with weights or water containers at least 25 lbs. each leg at the minimum. We can encounter high winds this time of year.

### **INSURANCE**

ALL VENDORS/EXHIBITORS ARE REQUIRED to a Certificate of Liability Insurance naming Tucson Kitchen Musicians Association as ADDITIONAL INSURED. If needed, Crest Insurance Group offers Temporary Special Event Insurance coverage. Contact: 520-881-5760.

RELEASE OF LIABILITY: Vendor/Exhibitor releases and forever discharges the Tucson Kitchen Musicians (TKMA) Board of Directors and Staff and Volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in, the Tucson Folk Festival. Even though security is provided throughout festival grounds, please remember storing and exhibiting personal property at is at the Applicants' own risk and will not hold Tucson Folk Festival accountable if any of the following should occur: adverse weather conditions, natural disaster, or closure as deemed necessary for public safety.

We look forward to welcoming all vendors/exhibitors to our festival, but need to operate responsibly with regard to the festival's insurance coverage.

### **PERMITS**

A City of Tucson Business License is REQUIRED to participate in the festival as a vendor/exhibitor, if applicable to your business or operation at the festival. It is the responsibility of the individual vendor/exhibitor to obtain a City of Tucson Business License: If you do not have a regular business license, you can obtain a Special Event Business License by contacting the City of Tucson (520) 791-4566. (PLEASE NOTE: This is IN ADDITION to the Vendor Permit TKMA submits on the vendors' behalf, included in the application fee.) Non-Profit Organizations are exempt from this requirement.

Food Vendors are REQUIRED to submit a current Health Permit from Pima County Health Department (520) 724-7908. Anyone planning to sell any type of fresh food or offer food samplings larger than 2 ounces needs to obtain a Temporary Food Permit from Pima County, if not already obtained.

## **PRESENCE AT FESTIVAL**

We ask that you are on the festival grounds from opening until closing each day. If staying open past dark, you will need to provide your own lighting and extension cord in order to reach the electrical circuit. Once the Headline Performer acts begins, Saturday, May 5<sup>th</sup> – 9 pm / Sunday, May 6<sup>th</sup> – 8 pm, we ask that you are considerate of the performers; keeping sound/noise from your booth at a minimum. (NOTE: Amplified sound or use of microphones inside or outside booths is not allowed.)

## **RAIN POLICY**

Tucson Folk Festival will be held rain or shine. In the event of extended rain or dangerous weather, Festival staff will decide whether to postpone or cancel any planned events.

## **SECURITY**

There will be security in the surrounding areas of Jacome Plaza; and specifically, for vendors, along Church Avenue from Pennington Street onto Alameda Street at all hours of the evening starting on Friday, April 5<sup>th</sup> at 5 pm through to Sunday, April 7<sup>th</sup> at 9 pm. You may leave items in your tents (no valuables, of course) at your discretion. But, we ask that you bundle them, wrap somehow or put in closed boxes/bins, if possible. The festival grounds cannot accommodate storage of large quantities of inventory on site. Vendors/Exhibitors are free to store inventory in their booths, only to the extent that their booth space allows. Each vendor/exhibitor is responsible for securing their own insurance for potential losses.

## **WATER, SODA or ALCOHOL SALES**

Vendors may not sell water, soda or alcohol, as these sales raise funds to keep our festival FREE to the community. The Festival will have booths stationed throughout festival grounds to accommodate water/soda and a Beer Garden will be located on Jacome Plaza. Vendors may sell other refreshments.

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## **FOR QUESTIONS, PLEASE CONTACT**

Greg Aiken, 2019 Tucson Folk Festival Vendor Coordinator, 520-204-8902, or [vendors@tucsonfolkfest.org](mailto:vendors@tucsonfolkfest.org)