

## **NEW VENDOR APPROVAL PROCESS**

As a courtesy, at our events, we give our previous year's vendors an opportunity to return to our event and keep their space before accepting any new ones. Although the concept primarily pertains to food vendors, the same process is used for certain non-food items (i.e. cowboy hats, sunglasses, etc.). The deadline for returning vendors is listed on the Vendor Information page of our website.

Any space that becomes available after this deadline will be filled on a first applied first assigned basis. Space requirements and items to be sold are the largest determining factors in regards to approval.

As a new vendor that wants to participate in our event, you can do one of two things:

1. Submit your application and proper payment now. All applications are dated upon receipt. No charge will occur, or check be cashed, until your booth is approved. If you mail a check and we are unable to approve your booth, the check will be returned to you. Credit cards are not charged until approval.

In the event there is a lengthy delay between receipt of your application and the time at which your booth is approved, you will be contacted to confirm that you still have the dates of the show available before any card is charged or check deposited.

2. Wait for the returning vendor deadline to pass and contact our office to check on space and product availability. Keep in mind that by using this method, any potential vendor that utilizes option 1 would be considered based on when their paperwork was received.

If you have additional questions or need further assistance, please email [Taina@countryjam.com](mailto:Taina@countryjam.com) or call 1-800-780-0526.