



# OLD CITY MARKET HANDBOOK

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## ABOUT THE OLD CITY MARKET

The Old City Market is a project of the Old City Association, a non-profit organization dedicated to promoting and advancing the success of Knoxville's Old City as an historic, unique, and vibrant neighborhood. The Old City Market is operated by a committee of founding members under the guidance of the Old City Association Board of Directors.

As a project of a non-profit, the Old City Market operates on a small budget made up of donations and grants and many, many hours of volunteered time. The main idea of the Old City Market is to be a catalyst for the creative, artistic, and passionate makers and entrepreneurs throughout our community and surrounding areas while providing a platform for them to exhibit, promote, and sell their wares.

## WHEN

The Old City Market will take place on the 2nd Saturday of the month beginning in September and continuing into December.

## WHERE

The Market will take place on West Jackson Avenue between Central and State streets.

## HOURS

The Market hours are from 11:00 AM to 4:00 PM.

## FOOD

There will be food trucks on-site along with many other restaurants, coffee shops, and bars in the surrounding areas. Please visit the *Old City Directory* for a complete list.

## WEATHER

All markets will take place rain or shine!





## REQUIREMENTS FOR WARES SOLD AT THE MARKET

- All items sold at the market must be made or created by the person selling them or by a representative.
- All items with purchased elements must be significantly altered from their original form in order to be sold at the market.
- Exceptions to these rules will be considered by the committee on a case by case basis.

## APPLICATION PROCESS

- Complete the vendor application form.
- Submit at least 3 photos representative of the items that will be sold at the market to [oldcitymarketknox@gmail.com](mailto:oldcitymarketknox@gmail.com).
- All submissions will be juried by a committee.
- Priority will be given based on the following criteria: creativity, desirability, quality, variety, and aesthetic.
- After being approved, a fee of \$40 (per market) must be paid 14 days before the market. You will receive an email with a link to pay online.

## CANCELLATIONS & REFUNDS

- To be considered for a refund, notice of cancellation must be received by email at [oldcitymarketknox@gmail.com](mailto:oldcitymarketknox@gmail.com) 48 hours prior to the start of the market (11:00 AM on Thursday).
- No-shows will forfeit their booth fees.
- All markets will take place rain or shine!



## BOOTH INFORMATION

- Each booth is a 10' × 10' area.
- Vendor will be responsible for:
  - Setup and breakdown of their booth
  - Providing a table (a tent and chair are highly recommended!)
  - If providing a tent, it MUST be properly weighted with 40lbs per each leg
- Setup will begin at 9:30 AM and must be completed by 11:00 AM. Breakdown may not begin until 4:00 PM and streets will reopen again at 5:00 PM.
- Per the City of Knoxville, all vehicles must be removed from the event footprint by 10:30 AM (30 minutes before the event starts)
- Please read the [\*Vendor Regulations\*](#) provided by the City of Knoxville for complete details.

## PARKING & FREE TROLLEY SERVICE

The Old City offers a multitude of convenient FREE & paid parking options along with a FREE trolley service provided by KAT. Please view the [\*Visit Us\*](#) page on the Old City Knoxville website for more information including parking maps and trolley schedules.



## QUESTIONS?

[\*oldcitymarketknox@gmail.com\*](mailto:oldcitymarketknox@gmail.com)

