



OLD CITY MARKET HANDBOOK



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 April through December with an additional market on Shop Small Saturday.

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.
- All submissions will be juried by a committee.
- Priority will be given based on the following criteria: creativity, desirability, quality, variety, and aesthetic.
- Booth Fee (\$40 per market) must be paid within 5 days of acceptance to markets. Failure to pay will forfeit your space. 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 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)

