

# 2026 Old City Market Vendor Handbook

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## ABOUT THE OLD CITY MARKET

The Old City Market is a subsection of the Old City Association, Inc., a 501(c)(3) non-profit organization dedicated to promoting and advancing the success of Knoxville's Old City as a 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 budget made up of donations, grants, and volunteer hours. The market's primary goal is to serve as a catalyst for the creative, artistic, and passionate makers and entrepreneurs throughout our community and surrounding regions by providing a platform for them to exhibit, promote, and sell their designs.

**THANK YOU FOR BEING HERE AND MAKING OUR MARKET POSSIBLE!**

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## GENERAL MARKET INFORMATION

- **When:** The Old City Market takes place on the 3rd Sunday of each month from April through December, with the following exceptions/additional markets:
    - **Rhinestone Fest:** June 7th
    - **August 9th:** 2nd Sunday instead of 3rd to avoid baseball stadium road closures
    - **Small Business Saturday Market:** November 29th
  - **Where:** The Market is held on W Jackson Ave between Central and State streets.
  - **Hours:**
    - Day Markets: 11:00 AM – 4:00 PM (road is closed from 9:30 AM – 5:00 PM)
  - **Weather:** The Market takes place rain or shine, though safety is always our top priority. We never want you to feel unsafe at our market. Weather is always closely monitored leading up to every event, and the decision to cancel a market will not be made lightly. This is your income, and we want to support you while also making sure you feel safe and well taken care of by the Old City Association staff.
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## REQUIREMENTS FOR ITEMS SOLD AT THE MARKET

- All items must be hand-made or created by the vendor or their representative.
  - Items that include purchased elements must be significantly altered from their original form.
  - Any exceptions to these rules will be considered by the committee on a case-by-case basis. If you fall into one of these categories, please email us prior to the market you are invited to.
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## APPLICATION PROCESS

1. Complete the vendor application form.
  2. Submit at least three photos representative of the items you will be selling and your booth setup. All submissions will be reviewed by a jury committee.
  3. Priority is given based on creativity, desirability, quality, variety, and aesthetic.
  4. **Once approved, vendors must confirm their participation by submitting payment for the specific market. An invitation does not guarantee a reserved spot.**
  5. **Payment is due no later than one month prior to the market date.** We will send one courtesy reminder, but after that, unpaid spots will be given to another vendor.
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## BOOTH INFORMATION

- Each booth is a 10' x 10' space.
  - Vendors are responsible for:
    - Setup and breakdown of their booth.
    - Providing their own table and tent. **Tents must be properly weighted with at least 40 lbs per leg.** This is a City of Knoxville requirement, and failure to comply will result in you being asked to remove your tent.
  - Setup & Breakdown:
    - **Day Markets:** Setup begins at 9:30 AM and must be completed by 11:00 AM. Breakdown cannot begin until 4:00 PM, with streets reopening at 5:00 PM.
  - **City of Knoxville Regulations:** All vehicles must be removed from the event footprint 30 minutes before the market starts.
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## CANCELLATIONS & REFUNDS

- To be considered for a refund, cancellations must be emailed to **oldcitymarketknox@gmail.com** at least **one week before the market (by 11:00 AM on the Monday before the event)**.
  - No-shows will forfeit their booth fee, and vendor attendance will be taken into consideration for future markets.
  - The market operates **rain or shine**.
  - If a vendor cancels due to weather before an official decision by the Old City Association, they will **not** receive a refund and vendor attendance will be taken into consideration for future markets.
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## FREE & PAID PARKING

The Old City offers a variety of **free and paid parking options**. Vendors can find more information, including parking maps and trolley schedules, on the [Visit](#) page of the Old City Association's website.

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Thank you for being part of the Old City Market! We are so proud of our market and the amazing vendors that make it possible. We look forward to another fantastic season with you!

For any questions, please contact us at [oldcitymarketknox@gmail.com](mailto:oldcitymarketknox@gmail.com).

It is important we are all operating under the same expectations, so thank you in advance for taking the time to read this handbook!