



Vendor Information Sheet

Publicity

The Junior League of Kingsport is committed to a successful event for all participants. Special attention has been paid to developing a marketing campaign that will reach shoppers in our three-state region. This campaign includes the following:

- JLK Website
- Billboards
- Television Promos
- Radio Spots
- AAA Regional Travel Magazine (submitted), Southern Living Magazine (submitted)
- Barter Theatre programs
- Chamber of Commerce Calendar of Events (Kingsport, Bristol, Johnson City, Gate City, Greeneville, etc.)
- Regional Civic Club Presentations

Facility

The Holiday Market will be held at the award-winning Marriott Meadowview Conference Resort and Convention Center. The event will include the following:

- Convention Center with dock access for loading and unloading
- 24 hour security
- On-site banking services
- Vendor Hospitality Lounge
- Reduced room rate for participating vendors

Decorations

The Convention Center will be transformed into a magical holiday market. Lighted Christmas trees will be placed throughout the hall. A cafe area with custom tablecloths will offer light meals and snacks as well as

original artwork for sale. All tables must be skirted. Tablecloths and skirts are provided, if desired. The tablecloths are white, and the skirts are dark green. Tables are provided, and most are eight feet. Some six-foot tables are available. The booths are divided by tall cloth panels in dark green and khaki.

Vendor Care

Vendors, we care about you and want to make your experience with us so wonderful and unforgettable that you'll want to come back year after year. Our famous "southern hospitality" will include:

- Vendor Hospitality Lounge
- Dedicated caretaker that will bring you drinks, provide you with change, work your booth if you need a break, answer your questions and solve any problems you may have
- Assistance with unloading and loading
- Cash Booth that will be located on site for the convenience of the vendors. This booth will provide change and credit services for vendors not taking credit cards.
- Kingsport "Care Package"
- Reduced room rates at the Marriott Meadowview Resort
- Temporary workers are available to work booths during show hours. The minimum pay for workers is \$10 per hour. Contact Julie Gunn (jwgunn@hughes.net) or Leslie May (lkmkpt@aol.com) if interested.

Please come join us for a wonderful and profitable time. Plan to stay a little longer and take in East Tennessee and Southwest Virginia's many attractions. The fall leaves will be at their peak providing you with a spectacular show of color. See you in October!