



# Pop-Up Shops

9036 MIDDLEBROOK PIKE, KNOXVILLE TN 37923



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## SHOP LOCAL. EAT LOCAL. SPEND LOCAL. ENJOY LOCAL

### Hi Vendors!

Hey Bear Cafe is also offering pop-up shops inside the cafe in the month of Jan-December. Vendors may sign up for **as many Pop-Up Shop slots as they want.** If you want to set up for the whole day, it will be twice the normal fee. During the winter there is only going to be one vendor at a time. Vendors can have the option to have their booth inside the cafe or outside in the Cave.



# Vendors Rules & Fee

**FEES Jan-April :** Payments are due every Thursday ONE WEEK before the event.

Monday-Thursday: Fee \$10	Friday: Fee \$15	Sat - Sunday: Fee <del>\$20</del> -\$15
12-3 pm 1 vendor 5-8pm 1 vendor	12-3 pm 1 vendor 5-8pm 1 vend	12-3 pm 1 vendor 5-8pm 1 vendor

**Fees May-December :** Payments are due every Thursday ONE WEEK before the event.

Monday-Thursday: Fee \$15	Friday: Fee \$20	Sat - Sunday: Fee \$20
12-3 pm 1 vendor 5-8pm 1 vendor	12-3 pm 1 vendor 5-8pm 1 vend	12-3 pm 1 vendor 5-8pm 1 vendor

1. Vendor's fee will not be collected if there is a possibility of inclement weather as the pop-up shop will be canceled. payment
2. All Pop-Up Shop vendors will be included on our weekly Food Truck Schedule, and we will also run ads to promote the vendors and event, therefore there will be NO REFUND for any cancellation.
3. Vendors may only come up to an hour before scheduled time to set up. This is to make sure vendors are not overlapping and make it easier for our staff to set up.  
For **12-3** slots, you may not set up before **11**.  
For **5-8** slots, set up time starts at **4**.
4. All food vendors: food has to be made in a commissary kitchen or house kitchen that has been approved by the Health Department.
5. Bring a tent/cover/chair/tables if needed, as we are not able to provide one.
6. Please make sure to **NOT** block the door, customer's walkway, or cafe's mop closet. We need at least enough space for a wheelchair to pass through.
7. **DO NOT** pay the fee before we have confirmed the dates with you. Once you receive a confirmation, you can pay by Thursday one week before the event.  
Ex: For a Pop up Shop on 5/3-5/9 you need to pay by 4/29 (Thursday)
8. We are only accepting **Venmo** at this time. Venmo **@Vicky-Shyr** with the confirmed date and time . Last 4 digits - 1706  
Ex: Hey Bear Cafe, Pop Up 5/31, 12-3 pm