



## **Fall FunFest 2019 Arts & Crafts Application & Agreement**

### **Festival Dates & Times:**

Friday, September 6, 2019  
5:00pm- 10:00pm

Saturday, September 7, 2019  
9:00am- 10:00pm

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Thank you for your interest in being an Arts & Crafts vendor at the CityScape's 2019 Fall FunFest. The event takes place around the courthouse square in downtown Cookeville, TN and includes live music, great food, arts & crafts, and fun for the whole family. Arts & Crafts vendors will be set up down Washington Avenue.

Eligible vendors must be approved by CityScape. The Arts & Crafts area of the festival includes any artist producing their own original work. Work made from kits, commercial molds, patterns, or copyrighted designs not owned by the artist will not be accepted. Any commercial embellishments must be subordinate to the handcrafted work.

**Booth Fee: \$125.00 for a 10 x 10 space and electric hook-up (must provide own extension cord)**

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### **Vendor Agreement:**

I, \_\_\_\_\_, agree to be an Arts & Crafts vendor at CityScape's 2019 Fall FunFest in the area assigned to me. A check for the total booth fee, clean-up deposit, and photos of items to be sold are due to CityScape at the time the space is reserved.

### **Furthermore,**

- I agree to pay rent specified for booth size and electrical requirements marked on the application to this agreement. The total booth fee is due upon submission of this application. Any cancellation before **August 1, 2019** will result in 50% forfeiture of rental fees. Any cancellation **after August 17, 2019** will result in 100% forfeiture of rental fees.
- I agree to indemnify and hold harmless CityScape and City of Cookeville and the staffs and boards of these organizations against any claim or action of any cause. Security for the area is provided by Cookeville City Police, however, neither the City of Cookeville or CityScape are liable for loss, theft, or damage.
- I will submit a list of items to be sold and four (4) printed photos of my work or booth to CityScape for consideration. Please circle any items that are primary or essential to your business. CityScape/Fall FunFest reserves the right to restrict vendors and items to prevent the excessive repetition of items sold. CityScape/Fall FunFest also reserves the right to reject any vendors who misrepresent their work in photos. Notification letters will be mailed along with photos and un-deposited checks of vendors who are not accepted to the festival.
- I understand that CityScape has the right to refuse rental or booth space for any reason.

- I understand that vendors who have exhibited at past fairs are not pre-juried for this one.
- I understand it is my responsibility to provide my own tent, trailer, display items, and extensions cords needed for my area.
- I understand I am responsible for charging and paying state taxes.
- I understand that I must abide by the following set up time constraints:
  - **Set up: Friday, September 6, 12:00 pm to 3:00 pm**
  - **No vehicles are allowed on site after 3:00 pm Friday. Please remove your vehicle by this time. Vehicles are not allowed back in the vendor area until tear down at 10:00pm Saturday.**
  - **Tear down: Saturday, September 7, 10:00pm – 12:00am**
  - **Your space must be vacated by midnight (12:00am) following the conclusion of the event at 10:00pm. Failure to leave your designated space by this time will result in the forfeiture of your cleanup deposit.**
- I understand that it is my responsibility to return the area in and around my booth to the same or better condition than when I arrived. A **\$100 cleanup deposit** is included with this contract. I understand that I will forfeit this deposit if I do not clean up my space to the satisfaction of Festival Management. Prior to departure, Festival Management will inspect my space in order for me to get my clean up deposit back. I also understand that I will lose this deposit if I do not vacate my space by **midnight** of the conclusion of event.
- Any violation of this agreement will permit the immediate termination of this agreement and forfeiture of any booth rental fees as well as deposit fee. Fall FunFest reserves the right to ask any vendor to leave the premises if this contract is violated by the vendor.
- All booth prices include one (1) 110 volt 20-amp electrical service. Additional 20-amp services are available for a fee from electric department depending on requirements. There is a \$25.00 Charge for 50-amp service. **AN ADDITIONAL \$250.00 CHARGE WILL BE ADDED TO THE ABOVE FEES FOR ANY CHANGE IN ELECTRICAL REQUIREMENTS AFTER AUGUST 17, 2019.**
- Notification letters will be mailed along with photos and un-deposited checks of those artists not accepted.

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Vendor Signature

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Date



Booth Size	Friday 9/6 & Saturday 9/7
10'x10' booth fee (includes electric hookup – please bring your own extension cord)	\$125
Refundable Clean Up Deposit	\$100
<b>TOTAL due with application</b>	<b>\$225</b>

- ✓ Make checks payable to CityScape
- ✓ Please make copies of all forms before mailing them.
- ✓ Include 4 printed photos of your work. Mark each photo with artist's name, dimensions of work, and materials.

**Checklist of items to enclose:**

- \_\_\_\_\_ Example list of items to be sold
- \_\_\_\_\_ Minimum 4 pictures of items to be sold / booth set up
- \_\_\_\_\_ Check - \$125.00 total booth fee
- \_\_\_\_\_ Check - \$100 clean-up deposit (refundable upon inspection of space post-event)

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Items you will be selling: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CityScape Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application to Holly Freeman  
 for vendor consideration and approval:**

Holly Freeman, CityScape  
 123 West Broad Street, Suite 1  
 Cookeville, TN 38501  
 931.528.4612 (o) / 931.265.3953 (m)  
[Holly@cookevillecityscape.net](mailto:Holly@cookevillecityscape.net)