



Fall FunFest 2019 Merchandise Application & Agreement

Festival Dates & Times:

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

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

Thank you for your interest in being a 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. Merchandise vendors will be set up down Washington Avenue.

Eligible vendors must be approved by CityScape. Work made from kits, commercial molds, patterns, or copyrighted designs are permitted in this area. Handmade items are better suited in the arts & crafts section of the festival.

Booth Fee: \$400.00 for a 10 x 10 space / \$500.00 for a 10 x 20 space

Vendor Agreement:

I, _____, agree to be a merchandise vendor at CityScape's 2019 Fall FunFest in the area assigned to me. A check for half the total vendor 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. One half (1/2) of all fees are due no later than **July 31, 2019**. All remaining fees due no later than Friday **August 23, 2019**. 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 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 \$200 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.
- There will be a \$35/foot charge per additional space needed.
- 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.**

Vendor Signature

Date

**Please return the following page to Holly Freeman
for vendor consideration and approval:**



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

Booth Size (Trailer Hitch Included)	Friday 9/6 & Saturday 9/7	
10'x10'	\$400.00	
10'x20'	\$500.00	
Additional Services / Electric		
Additional Space		
TOTAL		\$
½ Due by July 31th		\$
Balance due by August 23rd		\$

Clean Up Deposit: \$200.00

Please include a separate check for Clean Up Deposit.
Make checks payable to CityScape.

****Please make copies of all forms before mailing them.****

Checklist of items to enclose:

_____ Example list of items to be sold

_____ Minimum 4 pictures of items to be sold / booth set up

_____ Check - ½ of total space fee

_____ Check - \$200 Clean up deposit

Vendor Name: _____

Address: _____

Email: _____

Contact Person: _____

Cell Number: _____

Items you will be selling: _____

Signature: _____ Date: _____

CityScape Approval: _____ Date: _____