



Cookeville's Main Street Festival

Brought to you by CityScape

Fall FunFest 2019 Food Vendor 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. Food vendors will be set up down and around Boyd Street, between Washington Avenue and Jefferson Avenue.

Vendor Agreement:

I, _____, agree to be a food 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 a copy of my insurance policy is 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 30, 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 submit a certificate of insurance by **August 1, 2019** with a minimum of \$1,000,000 (one million dollars) general liability insurance coverage and listing CityScape and the City of Cookeville as additional insured under my policy.
- 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. I agree that I will be responsible for my own insurance under this hold harmless clause which is made a part of this contract.
- I will submit a menu with a list of items to be sold and the selling price of each item with my contract. Fall FunFest reserves the right to restrict certain menu items to prevent the excessive repetition of items sold. Please circle any food items that are primary or essential to your menu.
- I understand it is my responsibility to provide my own tent, trailer, extensions cords and water hose, etc. In addition, I will adhere to all Health and Fire Department regulations related to booth set up and proper food preparation/service. **The Health Dept. inspectors will be inspecting booths at a cost of \$30 per vendor.** If I am not in compliance, I understand that the Health Department will close the operation of my booth and I will forfeit all fees paid under this agreement. They will start to inspect on Friday at 2:00pm. Please be present in your designated space at that time.
- I understand that **I MAY NOT bring in soft drinks/water from outside the festival to sell. I may only sell tea and lemonade if I am an approved vendor.** Please check with CityScape before selling any other beverages.

ANY VIOLATIONS OF THE BEVERAGE POLICY WILL RESULT IN THE LOSS OF DEPOSIT AND VENDOR WILL BE ASKED TO LEAVE THE FESTIVAL.

- I understand that I must abide by the following set up time constraints:
 - **Set up: Friday, September 6, 9:00 am to 2:00 pm**
 - **No vehicles are allowed on site after 2:00 pm Friday. Please remove your vehicle by this time.**
 - **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, including any infringement upon beverage sales 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.
- I understand that CityScape has the right to refuse rental or booth space for any reason.
- Ice will be available to purchase on site at \$4.00 for a 20 lb. large bag.
- 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 Fun Fest
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'	\$300.00	
10'x20'	\$400.00	
Non-Profit 10'x10'	\$300.00	
Additional Services / Electric / Ice		
Additional Space		
TOTAL		\$
½ Due by July 30th		\$
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:

- _____ Certificate of Insurance
- _____ Menu and Price List
- _____ Picture of booth set up
- _____ Check - ½ of total space fee
- _____ Check - \$200 Clean up deposit

Vendor Name: _____

Address: _____

Email: _____

Contact Person: _____

Cell Number: _____

Food item(s) you will be selling: _____

Signature: _____

Date: _____

CityScape Approval: _____

Date: _____