

## **Fall FunFest 2018 Food Vendor Application**

### **Brought to you by CityScape**

Festival Dates & Times:

Friday, September 7, 2018  
5:00pm- 10:00pm

Saturday, September 8, 2018  
10:00am- 10:00pm

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, 2018**. All remaining fees due no later than Friday **August 24, 2018**. Any cancellation before **August 1, 2018** will result in 50% forfeiture of rental fees. Any cancellation **after August 17, 2018** will result in 100% forfeiture of rental fees.

I agree to submit a certificate of insurance by **August 1, 2018** 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 2:00. Please be present.

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:

Friday set up 9:00 am to 2:00 pm

**No vehicles are allowed on site after 2:00 pm Friday**

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. I will include a \$200 cleanup deposit 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 must inspect my space 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 CityScope 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 per foot. There is a \$25.00 Charge for 50-amp service.

**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. AN ADDITIONAL \$250.00 CHARGE WILL BE ADDED TO THE ABOVE FEES FOR ANY CHANGE IN ELECTRICAL REQUIREMENTS AFTER AUGUST 17, 2018**

Thank you for all you do to make our Fall FunFest Great,

Jackie Duncan

CityScope / Fall FunFest Event Director

[Jackie@cookevillecityscope.net](mailto:Jackie@cookevillecityscope.net)

123 West Broad Street Suite 1

Cookeville, TN 38501

**Please Mail This Page Back for Approval:**

Size (Trailer Hitch Included)	Friday & Saturday	
10'x10'	\$300.00	

10'x20'	\$400.00	
Non-Profit 10'x10'	\$300.00	
Additional Services		
Additional Space		
<b>TOTAL</b>		<b>\$</b>
½ Due by July 30 <sup>th</sup>		<b>\$</b>
Balance due by August 24th		<b>\$</b>

**Clean Up Deposit:** **\$200.00 - Please send**

**a separate check for Clean Up Deposit.**

**Enclosed:**

\_\_\_\_\_ Certificate of Insurance

\_\_\_\_\_ Menu and Price List

\_\_\_\_\_ Picture of booth set up

Company: \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

**\*\*Please make copy of all forms before mailing them. Make Checks to CityScape.**

Signature -

\_\_\_\_\_

Approval -

\_\_\_\_\_