



FALL FUNFEST 2022

FOOD VENDOR APPLICATION & AGREEMENT

Festival Dates & Times:

Friday, September 9, 2022
5:00pm- 10:00pm

Saturday, September 10, 2022
10:00am- 10:00pm

Thank you for your interest in being a vendor at the CityScape's 2022 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. Food vendors will be set up down and around Boyd Street, between Washington Ave. and Jefferson Ave. Eligible vendors must be approved by CityScape.

Booth Fee: \$400.00 for a 10 x 10 space / \$500.00 for a 10 x 20 space / +\$100 for each additional 10 ft space

Vendor Agreement:

I, _____, agree to be a food vendor at CityScape's 2022 Fall FunFest in the area assigned to me. A check for half or the total booth fee and photos of items to be sold (if applicable) are due to CityScape at the time the space is reserved.

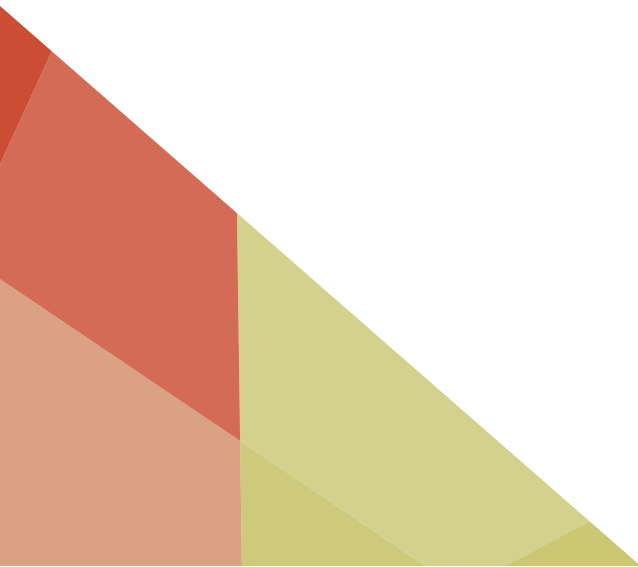
Furthermore,

- 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 August 9, 2022. All remaining fees due no later than September 2, 2022. Any cancellation before August 15, 2025 will result in 50% forfeiture of rental fees. Any cancellation after September 1, 2022 will result in 100% forfeiture of rental fees.
- I agree to submit a certificate of insurance by **August 9, 2022** 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.
- **NEW FOR 2022!** - Food vendors may bring and sell soft drinks/water/tea/lemonade in their booths. CityScape will not be staffing a beverage trailer as done in years past. Please check with CityScape before selling any other specialty beverages not listed above.

- 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 approximately 2:00pm. Please be present in your designated space at that time if you need a temporary permit.
- I understand that I must abide by the following set up time constraints:
 - **Set up: Friday, September 9, 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 10, 10:00pm – 12:00am**
 - **Your space must be vacated by midnight (12:00am) following the conclusion of the event at 10:00pm.**
- 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.
- 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.
- 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 \$50.00 Charge for 50-amp service. **AN ADDITIONAL \$100.00 CHARGE WILL BE ADDED TO THE ABOVE FEES FOR ANY CHANGE IN ELECTRICAL REQUIREMENTS AFTER AUGUST 11, 2022.**

Vendor Signature

Date



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

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 9/9 and Saturday 9/10	
10'x10'	\$400.00	
10'x20'	\$500.00	
Additional Services / Electric / Ice		
Additional Space		
TOTAL		\$
½ Due by August 31, 2022		\$
Balance due by September 1, 2022		\$

****Make checks payable to "CityScape"**

CHECKLIST OF ITEMS TO ENCLOSE WITH APPLICATION:

- CERTIFICATE OF INSURANCE
- MENU & PRICE LIST
- 3-4 PICTURES OF BOOTH SET UP
- CHECK - ½ OR TOTAL SPACE FEE

VENDOR NAME: _____

ADDRESS: _____

EMAIL: _____

CONTACT PERSON: _____

CELL NUMBER (DAY OF EVENT NUMBER): _____

ITEMS YOU WILL BE SELLING: _____

NOTES:

SIGNATURE: _____ **DATE:** _____