



FALLFUNFEST 2023

## FOOD VENDOR APPLICATION & AGREEMENT

Festival Dates & Times:

Friday, September 8, 2023 5:00pm- 10:00pm      Saturday, September 9, 2023 9:00am- 10:00pm

Thank you for your interest in being a vendor at the CityScape's 2023 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: \$450.00 for a 10 x 10 space / \$550.00 for a 10 x 20 space

### Vendor Agreement:

I, \_\_\_\_\_, agree to be a food vendor at CityScape's 2023 Fall FunFest in the area assigned to me. A check for half the total booth fee, clean-up deposit, 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 July 31, 2023. All remaining fees due no later than Friday August 27, 2023. Any cancellation before August 1, 2022 will result in 50% forfeiture of rental fees. Any cancellation after August 1, 2023 will result in 100% forfeiture of rental fees. I agree to submit a certificate of insurance by August 1, 2023 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 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 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 must abide by the following set up time constraints:

Set up: Friday, September 8, 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 9, 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 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 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 11, 2023.

\_\_\_\_\_ Vendor Signature  
Date

Please return the following page for  
vendor consideration and approval:  
CityScope / Fall FunFest  
123 West Broad Street, Suite 1  
Cookeville, TN 38501  
931.528.4612 (o) / 931.265.3953 (m)  
Holly@cookevillecityscope.net

Clean Up Deposit: \$200.00

Please include a separate check for Clean Up Deposit. This check will not be cashed and will be held until after the event. The check will be returned to you so long as you leave your space in good condition.

*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 OF TOTAL SPACE FEE
- \_\_\_\_\_ CHECK - \$200 CLEAN UP DEPOSIT

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL NUMBER (DAY OF EVENT NUMBER): \_\_\_\_\_

ITEMS YOU WILL BE SELLING: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_