



# ARTS & CRAFTS APPLICATION & AGREEMENT

## Festival Dates & Times:

Friday, September 6, 2024  
5:00pm- 10:00pm

Saturday, September 7, 2024  
10:00am- 10:00pm

Thank you for your interest in being an Arts & Crafts vendor at the CityScape's 2024 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.

Eligible vendors must be approved by CityScape. The Arts & Crafts area of the festival includes any artist producing their own original work. Work made from kits, commercial molds, patterns, or copyrighted designs not owned by the artist will not be accepted. Any commercial embellishments must be subordinate to the handcrafted work.

Booth Fee: \$135.00 for a 10 x 10 space and electric hook-up (must provide own extension cord)

### Required:

- Tent Weights - any tents or temporary structures must be adequately weighted to prevent being blown around in winds (at least 40 pounds per leg) are required
- Fire Extinguisher - A fire extinguisher adequate for the size of cooking/heating appliance used in your booth is required (10 pound extinguisher per single warmer burner, and a Class K extinguisher for any cooking units)

### Vendor Agreement:

I, \_\_\_\_\_, agree to be an Arts & Crafts vendor at CityScape's 2024 Fall FunFest in the area assigned to me. A check for half or the total booth fee 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 August 6, 2024. All remaining fees due no later than September 1, 2023. Any cancellation before August 13, 2024 will result in 50% forfeiture of rental fees. Any cancellation after September 1, 2024 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) 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 that vendors who have exhibited at past fairs are not pre-judged for this one. I understand it is my responsibility to provide my own tent, trailer, display items, and extension 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, 9:00 am to 2:00 pm

No vehicles are allowed on site after 3:00 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.

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 will permit the immediate termination of this agreement and forfeiture of any booth rental fees. Fall FunFest reserves the right to ask any vendor to leave the premises if this contract is violated by the vendor.

All booth prices include one (1) 110 volt 20-amp electrical service. Additional 20-amp services are available for a fee from the 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 15, 2024.

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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) / 931.445.5501 (m)  
frontdesk@cookevillecityscape.com

*Make checks payable to "CityScape"*

## Booth Fee: \$135 per booth

All booth spaces are 10x10 and include access to one (1) 20 amp electrical plug

How many booths are you reserving? \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

Will you be demonstrating your craft during the show? Yes No

### CHECKLIST OF ITEMS TO ENCLOSE WITH APPLICATION:

\_\_\_\_\_ 3-4 PHOTOS OF ITEMS TO BE SOLD

\_\_\_\_\_ EXAMPLE LIST OF PRODUCTS TO BE SOLD

\_\_\_\_\_ CHECK - BOOTH FEE

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

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

\_\_\_\_\_

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

CONTACT PERSON: \_\_\_\_\_

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

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

NOTES:

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