



FALL FUNFEST 2024

BOOTH 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 a 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. This section of the festival is best suited for businesses, non profit organizations, community groups, and merchandise sellers with items not made by hand. Work made from kits, commercial molds, patterns, or copyrighted designs are permitted in this area. Handmade items are better suited in the arts & crafts section of the festival.

Booth Fee: \$250.00 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 rent booth space at CityScape's 2023 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 6, 2024. All remaining fees are due no later than September 1, 2024. Any cancellation before August 13, 2024 will result in 50% forfeiture of rental fees. Any cancellation after September 1, 2023 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, if applicable 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 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, 12:00 pm to 3:00 pm

No vehicles are allowed on site after 3:00 pm Friday. Please remove your vehicle by this time. Vehicles are not allowed back in the vendor area until tear down at 10:00pm Saturday.

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 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 10, 2024.

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
frontdesk@cookevillecityscape.com

Booth Fee: \$250 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: _____

***Make checks payable to "CityScape"*

What will you be offering/doing at your booth?

CHECKLIST OF ITEMS TO ENCLOSE WITH APPLICATION:

_____ EXAMPLE LIST OF ITEMS TO BE SOLD, IF APPLICABLE

_____ 3-4 PICTURES OF ITEMS TO BE SOLD OR BOOTH SET UP

_____ CHECK - ½ OR TOTAL BOOTH FEE

VENDOR NAME: _____

ADDRESS: _____

EMAIL: _____

CONTACT PERSON: _____

CELL NUMBER (DAY OF EVENT NUMBER): _____

SIGNATURE: _____

DATE: _____