



FOOD VENDOR APPLICATION & AGREEMENT

Festival Dates & Times:

Friday, September 11, 2026
5:00pm- 10:00pm

Saturday, September 12, 2026
10:00am- 10:00pm

Thank you for your interest in being a food vendor at the CityScape's 2026 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 for a 10 x 10 space / \$550 for a 10x20 space / \$650 for a 10x30 space

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. Weights must be attached to tent legs and secure prior to 3 p.m. Friday.
- 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 a food vendor at CityScape's 2026 Fall FunFest in the area assigned to me. Check, cash, or card payment (fee added) for the total booth fee, photos of your food truck/tent set-up, and a menu with pricing included 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. **The full vendor fee is due upon application, unless prior arrangements have been made with CityScape.** Any cancellation before August 21, 2026 will result in 50% forfeiture of rental fees. Any cancellation after September 4, 2026 will result in 100% forfeiture of rental fees. I agree to submit a certificate of insurance by August 21, 2026 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 bring in soft drinks/water from outside the festival to sell. I may also sell tea and lemonade if I am an approved vendor. Please check with CityScope 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.

Set up: Friday, September 11, 10:00 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 12, 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.

I understand that the application gives my consent for any vehicle entering the festival to be subject to search by law enforcement upon entry.

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 \$5.00 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 21, 2026.

Vendor Signature _____ Date _____

Please return the following pages for vendor consideration and approval via mail or email to:
CityScape / Fall FunFest
123 West Broad Street, Suite 1
Cookeville, TN 38501
931.528.4612 (o) / 931.445.5501 (m)
frontdesk@cookevillecityscape.com

CLEAN UP DEPOSIT: \$200

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.

Booth Fee: \$450 for 10x10 / \$550 for 10x20 / \$650 for 10x30

What size booth/truck space are you requesting? _____

(Spaces will be measured and marked off prior to the festival, so any size discrepancies may result in forfeiture of your booth space and loss of vendor fee. Please include total space needed to account for any doors that will be opened on your truck.)

Amount Enclosed: _____ (Make checks payable to "CityScape")

CHECKLIST OF ITEMS TO ENCLOSE WITH APPLICATION:

_____ MENU AND PRICE LIST

_____ 3-4 PICTURES OF YOUR TRUCK OR TENT SET-UP

_____ CHECK FOR VENDOR FEE + ELECTRICITY, IF APPLICABLE
(Card payments may be taken over the phone for an additional fee.)

_____ \$200 CLEAN-UP DEPOSIT CHECK

_____ CERTIFICATE OF INSURANCE (with criteria as stated in vendor agreement)

(In the event that your application is denied, any checks received will be promptly mailed back to you.)

VENDOR NAME: _____

ADDRESS: _____

EMAIL: _____

CONTACT NAME: _____

CELL NUMBER (DAY OF EVENT NUMBER): _____

ITEMS YOU WILL BE SELLING: _____

What electricity is required for your space? 20-amp (1 INCLUDED, then \$25 EACH) Quantity _____

50-amp (\$25 EACH, MAX 2 per space) Quantity _____

SIGNATURE: _____ DATE: _____