



VENDOR BOOTH 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 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.

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. Eligible vendors must be approved by CityScape.

Booth Fee: \$250 for a 10 x 10 space and electric hook-up (upon request-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. 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 rent booth space at CityScape's 2026 Fall FunFest in the area assigned to me. Check, cash, or card payment (fee added) for 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. **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 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.

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

I understand that I must abide by the following set up time constraints:

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.)

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. Due to limited availability, access to electricity must be requested in advance. 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 21, 2026.

Vendor Signature _____ Date _____

Please return the following page 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

Booth Fee: \$250 per 10x10 space

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

How many booths are you reserving? _____

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

CHECKLIST OF ITEMS TO ENCLOSE WITH APPLICATION:

_____ 3-4 PHOTOS OF ITEMS TO BE SOLD, OR BOOTH SETUP (IF NOT A PAST VENDOR AT FALL FUNFEST)

_____ EXAMPLE LIST OF ITEMS TO BE SOLD, IF APPLICABLE (IF NOT A PAST VENDOR AT FALL FUNFEST)

_____ CHECK FOR BOOTH FEE (Card payments can be taken over the phone for an additional fee.)

VENDOR NAME: _____

ADDRESS: _____

EMAIL: _____

CONTACT NAME: _____

CELL NUMBER (DAY OF EVENT NUMBER): _____

WHAT WILL YOU BE SELLING, PROMOTING, OR GIVING AWAY AT YOUR

BOOTH?: _____

Do you require electricity for your booth? Yes No

NOTES OR SPECIAL REQUESTS REGARDING BOOTH PLACEMENT (PLEASE NOTE THAT ALL REQUESTS MAY NOT BE GRANTED):

*I agree to exclude or remove any items from my booth that would be deemed as not "family-friendly."

INITIAL HERE: _____

SIGNATURE: _____ DATE: _____