



Brought to you by CityScape

2019 Cookeville Wine on the WestSide Vendor Application & Agreement

Festival Date & Time:

Saturday, August 10

6:00pm - 10:00pm

Thank you for your interest in being a vendor at the 2019 Cookeville Wine on the WestSide. The event takes place around Cookeville's historic WestSide district and features over 35 sampling tents where guests can taste over 100 different wine and craft beer selections. Now in its 9th year, expected attendance is 3000 people. A portion of the event proceeds will go to local non-profit organizations, Genesis House, Tennessee Heritage Rail Trail Authority, and CityScape.

Vendor Agreement:

I, _____, agree to be a food vendor at the 2019 Cookeville Wine on the WestSide in the area assigned to me. A check for the total booth fee, a second check for the refundable clean-up deposit, and a copy of my insurance policy is 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 with this application. All remaining fees due no later than **Friday, July 26, 2019**. Any cancellation before **July 12, 2019** will result in 50% forfeiture of rental fees. Any cancellation **after July 26, 2019** will result in 100% forfeiture of rental fees.
- I agree to submit a certificate of insurance by **July 26, 2019** with a minimum of \$1,000,000 (one million dollars) general liability insurance coverage and listing CityScape as additional insured under my policy.
- I agree to indemnify and hold harmless CityScape and the staff and board of this 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 or list of items to be sold and the selling price of each item with my contract. CityScape reserves the right to restrict certain menu items to prevent the excessive repetition of items sold. Please circle any items that are primary or essential to your menu.
- I understand I have the option to provide my own tent/trailer or have a tent provided to me at an additional cost of \$25. It is also my responsibility to provide extensions cords, water hose, and whatever other materials and supplies required for my booth. In addition, I will adhere to all Health and Fire Department regulations related to booth set up and proper food preparation/service. If you do not have a current Health Inspection on file, **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.
- 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 that I must abide by the following set up time constraints:
 - **Set up window: Saturday, August 10, 9:00 am to 3:00 pm**
 - **No vehicles are allowed on site after 3:00 pm Saturday. Please remove your vehicle by this time.**
 - **Tear down: Saturday, August 10, 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 \$100 refundable 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. CityScape reserves the right to ask any vendor to leave the premises if this contract is violated by the vendor.
- I understand that CityScape 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 \$25/foot charge per additional space needed.
- All booth prices include one (1) 110 volt 20-amp electrical service. Please bring your own electric/extension cords. 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 17, 2019.**

Vendor Signature

Date

Booth Size (Trailer Hitch Included)	Saturday, August 10, 2019	Your Vendor Fees
10' x 10' - bring your own tent/trailer	\$75.00	\$
10' x 20' - bring your own tent/trailer	\$100.00	\$
10' x 10' tent rental fee	\$25.00 per tent	\$
Additional Services / Electric / Ice		\$
Additional Space -	\$25.00 per extra foot	\$
TOTAL		\$
½ Due with application		\$
Balance due by July 26, 2019		\$

Clean Up Deposit: \$100.00

Please include a separate check for Clean Up Deposit. Refundable upon close of festival if space is left in good condition.

Make checks payable to CityScape.

****Please make copies of all forms before mailing them.****

Checklist of items to enclose:

- _____ Certificate of Insurance
- _____ Menu/ List of items to be sold and price list
- _____ Picture of booth set up
- _____ Check - ½ of total rental fee - final balance due by July 26, 2019
- _____ Check - \$100 Clean up deposit

Vendor Name: _____

Address: _____

Email: _____

Contact Person: _____

Cell Number: _____

Signature: _____ Date: _____

CityScape Approval: _____ Date: _____

**Please return this application to Holly Freeman
for vendor consideration and approval:**

Holly Freeman, CityScape
 123 West Broad Street, Suite 1
 Cookeville, TN 38501
 931.528.4612 (o) / 931.265.3953 (m)
Holly@cookevillecityscape.net