

# Independence Day Celebration - July 3, 2021

## Food Vendor Application and Agreement

The City of Fairview invites Food Vendors to participate in our annual Independence Day Celebration. All applications are reviewed and selected based on food type, space requirements, and electrical needs to ensure a balance and variety of food on a first come, first served basis.

**Booth spaces for food vendors are \$150.**

### Contact Information:

Business or Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Number during event: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Food Vendor Notes:

- Submit a **complete** menu of items (including prices) to be sold.
- Please choose unique items that have less potential for duplication and list items in order of preference.
- In an effort to encourage a diverse selection of menu items, the city reserves the right to request menu changes.
- The City will make every effort to limit the number of vendors selling similar items to two and will separate vendors with like items by location to increase sales. All vendor locations will be determined by the event coordinator and are subject to change only with approval of the event coordinator.

### Electrical Needs:

We have a limited supply of electrical hook-ups; therefore, we must understand your exact electrical requirements. In order to prevent electrical overloads, you WILL NOT be allowed any more hook-ups on event day than those requested below. Please note that your appliance must need 110v or less and you must bring a minimum 12gauge extension cord, minimum of 50' length (100' length preferred). No personal generators will be allowed unless specifically approved prior to the event.

Equipment to be used	110v or less?	Total Amperage
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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## Food Vendor Booth Guidelines

- All vendors agree to man their booths from **3 pm until end of event** on Saturday, July 3rd. No early break down will be permitted without the consent of the Festival Director.
- Gates open at 3:00 p.m., live music begins shortly after and fireworks begin at approximately 9:00 p.m. (schedule subject to change due to inclement weather). Any known changes in schedule prior to the event will be communicated to all vendors.
- **Detailed load-in information will be sent via email to all participants nearer to event date.**
- All organizations agree to be setup and ready by 3:00 pm. **Absolutely all vehicles must be out of vendor set up area by 2:30 p.m.**
- This is an outdoor event. It is the sponsor's responsibility to prepare for weather contingencies.
- Vendors WILL NOT be allowed more electrical hook-ups on event day than those requested and approved on their application.
- Booth spaces are 10'x12'. All vendors are required to host their activity within that space.
- You are responsible for all your setup needs to include, a tent, table, and chairs. Each sponsor may have solicitation materials placed on their tables however, materials must be related to the business and remain within the confines of the 10'x12' space provided.
- No roaming solicitation or distribution will be allowed.
- All federal, state, and local laws governing sales tax must be followed. You must understand the rules and regulations and comply. All vendors are responsible for their own taxes, licenses, and permits.

I have read and understand the Vendor Booth Guidelines and agree to comply with the terms and conditions set forth by the City of Fairview. I agree to indemnify and hold harmless the City of Fairview, city employees, all sponsors, and volunteers against any claim or action or for any cause. I agree that I will be responsible for my own insurance under this hold harmless clause.

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Signed, Vendor representative

Title

Date

### Checklist of items that need to be enclosed with your application:

\_\_\_\_ Completed Vendor Application & Agreement

\_\_\_\_ Check or money order for vendor space (**Payable to City of Fairview**)

\_\_\_\_ A complete list of items (including prices) to be sold

**Food and/or Beverage items for sale:** (attach additional sheets as necessary to complete listing)

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**Mail or return to: Richard Ross, City of Fairview, 7100 City Center Way, Fairview, TN 37062 no later than May 18, 2021.**

**Please make a copy of this agreement for your records.**

For further information contact Richard Ross or Brandy Johnson: [events@fairview-tn.org](mailto:events@fairview-tn.org), 615-310-0255 or 615-387-6086.