



Knox Food Festival

August 19th 2022 2 PM – 9 PM
August 20th 2022 11 AM – 9 PM
Rain or Shine

FOOD VENDOR APPLICATION

VENDOR INFORMATION

- **All the items served must be vegetarian or vegan**
- The deadline to apply is May 15, 2022, but vendors will be considered in open categories until full. Early bird pricing till May 15, 2022.
- Complete this application and email a digitally signed copy to info@knoxfoodfest.com

TERMS AND CONDITIONS

- Vendor agreement and full payment is due upon vendor approval.
- A full menu should be shared with us with the application.
- Stall location are on a first come first serve basis.
- Vendors are **not permitted** to sell soda, alcohol, water, and ice-cream. Vendors may sell other beverages with approval.
- **Refund policy:** This is a rain or shine event. All but the registration amount (\$250) will be refunded if the event is canceled due to inclement weather conditions.

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Website: _____

Phone: _____ Alternate Phone: _____

Contact Person: _____

Special Needs: _____



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PRICING

The pricing below is for the entire 2-day event

| | Paid Before May 15, 2022 | Paid after May 15, 2022 |
|--|--------------------------|-------------------------|
| Basic 10x10 location with a tent and one 6-ft table | \$250 | \$350 |
| Each additional tent | \$250 | \$350 |
| Electric Access 110V, (Bring your own 12 gauge extension code) | \$30 | \$30 |
| Electric Access 220V | \$30 | \$30 |
| Additional Tables each | \$30 | \$30 |
| 4 Chairs | \$15 | \$15 |

VENDOR REQUIREMENTS

Number of Tents: _____

Bringing a Food Truck with dimensions (L x W): _____

Number of 110 V Outlets: _____ Number of 220 V Outlets: _____

Number of Additional Tables: _____ No. of 4 Chair sets: _____

MENU CATEGORY

(please select one):

- | | | | | |
|--|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> American | <input type="checkbox"/> Chinese | <input type="checkbox"/> Mexican | <input type="checkbox"/> Greek | <input type="checkbox"/> Italian |
| <input type="checkbox"/> Mediterranean | <input type="checkbox"/> Korean | <input type="checkbox"/> Indian | <input type="checkbox"/> Thai | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Cuban | <input type="checkbox"/> Japanese | <input type="checkbox"/> Turkish | <input type="checkbox"/> Lebanese |
| <input type="checkbox"/> Other (description) _____ | | | | |

MENU CHOICES

(approved items will be sent with acceptance letter):

Main Dish (Rank in priority)

1. _____
2. _____
3. _____
4. _____

Side Dish (Rank in priority)

1. _____
2. _____
3. _____
4. _____



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APPLICATION PROCESS: We accept food vendors until the food vendor space is full. First applications receive priority locations and menu. You will be notified of your status seven (7) days of us receiving the completed application. If you have any questions, please contact us at 865-236-0898.

PAYMENT: Once you have been accepted as a vendor, you will receive an online invoice in the email. Payment is due within 10 days of approval. **Booth spaces WILL NOT be reserved until contract and payment have been received.**

REFUND POLICY: After June 1st, there will be NO REFUNDS. Prior to June 1, there will be a \$250 cancellation fee should you withdraw.

SALES: Food Vendors may sell only food and approved non-alcoholic beverages. Food Vendors and the public are required to use Food Vendor Tickets in \$1.00 increments for all purchases. **NO CASH TRANSACTIONS ARE PERMITTED.** FV are required to post a sign to this effect that will be provided by Knox Food Fest at the event. Vendors may not sell or resell Food Tickets. Only Knox Food Fest may sell Food Tickets. If a Food Vendor is found to be in breach of these regulations as determined by Knox Food Fest at its sole discretion, the Food Vendor's operation will be closed down, their Food Tickets will not be redeemable from Knox Food Fest, and booth fees will not be refunded. **Food Vendors will be paid by Events Pro LLC on a company check for the total dollar amount of their submitted Food Tickets minus 10% (ten percent) which will be processed as service fees to Event Pro LLC.** Any and all sales tax payments are the responsibility of Food Vendors, not Knox Food Fest. **Your collected FTs should be brought to Country Inn on Cedar Bluff (9137 Cross Park Dr, Knoxville, TN 37923) for payment on August 24 between 3 PM and 7 PM.**

WHAT WE PROVIDE: A 10x10 tent and a 6-ft table is provided. Vendor's will have to bring their own 12-gauge extension cord or electrical whips. Generators will not be permitted.

MENU CHOICE/SIGNAGE: Please complete your top 4 menu choices. Each vendor will be limited to four main menu choices and four side dishes. We will do our best to give selected vendors their first choice, but we cannot guarantee they will receive it. We do not want to have numerous vendors selling the same thing at the festival. We will tell you what items have been approved in your acceptance letter. Additional menu items will not be permitted to sell on site.

BEVERAGE POLICY: **No soda, water, ice-cream, and alcoholic beverages can be sold out of your booth at any time. Vendors can sell approved beverages other than the items mentioned above.**

INSURANCE: All vendors participating in these events must provide a certificate of insurance for \$1,000,000 for general liability. You will be required to name Events Pro LLC as an additional insured. We must receive your certificate of insurance 30 days prior to the event. **No exceptions and no refunds. Participants who do not provide COI within the deadline will not be permitted to participate.**



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SALES TAX: Food Vendors are responsible for processing and paying sales tax on all products and/or services. Events Pro LLC doesn't pay sales tax on behalf of the Food Vendors

HEALTH DEPT: If accepted, you will be required to obtain health certificate by the Knox County Health Department. Street Vendors must be approved by the World's Fair Park Administrative Office on an event-by-event basis. Vendors must have a valid Business License from the City of Knoxville and Knox County. If they do not have a regular business license, they must purchase a transient vendor's permit from the City of Knoxville and Knox County. The City business license office phone number is (865) 215-2083; the County's is (865) 215-2392.

MOBILE FOOD UNITS: The city of Knoxville requires that all food trucks/trailers and mobile food vendors be approved by the City of Knoxville. "Mobile Food Vending Unit" (MFU) is defined as an enclosed unit, truck, or trailer, or similar vehicle-mounted unit that is: 1) mobile or capable of being moved by a licensed motor vehicle; 2) independent with respect to water and waste water; 3) used for preparation and sale of food products and beverages; and 4) no longer than thirty-five (35) feet. For more information about the City of Knoxville Mobile Food Unit Department, contact Carter Hall at chall@knoxvilletn.gov or 865-215-2543 or visit https://www.knoxvilletn.gov/government/city_departments_offices/business_support/mobile_food_units

SPILLAGE: Food vendors are required to place protective absorbent matting/material on the ground underneath their cooking equipment to prevent spillage on the lawn or the sidewalk/concrete areas. The vendor will be held responsible for any damage that occurs to the property caused by them. Matting will be provided by Knox Food Fest.

WASTE: Vendors are responsible to collect and properly bag their waste and dispose it at site designated locations only.

OPERATING HOURS: Set up will be on Thursday, Aug 18 between the hours of 3 pm – 6 pm. All booths must be in place prior to 12:00 pm on Friday, Aug 19 unless the Health Department requires you to be set up earlier. No exceptions. Vehicles and trailers will not be permitted on the lawn court at any time, and during the course of event on any event premises. This is for your safety and the safety of others. Vendors must stay throughout the duration of the event. Vendors may not break down their booths or discontinue sales prior to end of event. **NO EXCEPTIONS.**

All accepted vendors will be required to sign a contract outlining the above regulations.

Vendor Name: _____

Vendor Signature: _____ Date: _____