



# Knox Food Festival

August 19<sup>th</sup> 2022 2 PM – 9 PM  
August 20<sup>th</sup> 2022 11 AM – 9 PM  
Rain or Shine

## NON-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](mailto:info@knoxfoodfest.com)

### TERMS AND CONDITIONS

- Vendor agreement and full payment is due upon vendor approval.
- A full list of items should be shared with us with this application.
- Stall location are on a first come first serve basis.
- Vendors are **not permitted** to sell soda, alcohol, water, and ice-cream.
- **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   | \$250                    | \$350                   |
| Each additional tent   | \$250                    | \$350                   |
| 10 x 10 Tent   | \$100                    | \$100                   |
| 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

No. of Tent Locations (no tent): \_\_\_\_\_

No. of 10 x 10 tents required: \_\_\_\_\_

No. of 110 V Outlets: \_\_\_\_\_ No. of 220 V Outlets: \_\_\_\_\_

No. of Additional Tables: \_\_\_\_\_ No. of 4 Chair sets: \_\_\_\_\_

## LIST OF ITEMS

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**APPLICATION PROCESS:** We accept non-food vendors until the non-food vendor space is full. First applications receive priority locations. 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.

**WHAT WE PROVIDE:** A 10x10 tent location (no tent) is provided. Vendor's will have to bring their own 12-gauge extension cord or electrical whips. Generators will not be permitted. Tents, tables, and chair are available for rent through Knox Food Fest.

**ITEM / MERCHANDISE LIST:** Please complete the list of items you will be selling at the Knox Food Fest. 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.

**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.**

**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, and if applicable, 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.

**SPILLAGE:** Vendors are required to place protective absorbent matting/material on the ground underneath their 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.



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**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: \_\_\_\_\_