



**2024**

**BOOTH APPLICATION & AGREEMENT**

**Event Date & Time**

**Saturday, February 24<sup>th</sup>, 2024 9:00am - 4:00pm**

**Hyder-Burke Pavilion**

Thank you for your interest in being a vendor at the 2024 Cookeville Ninja Challenge, a fundraiser to benefit Hope Center Adoption & Family Services. Cookeville Ninja Challenge is a community event that will take place at Hyder-Burke Pavilion on Saturday, February 24, 2024 from 9 am- 4 pm. This year's event will include a 125-foot ninja style course, food, vendors, and other family friendly activities for participants to enjoy. The rental cost for vendors at this year's event is \$75 for booth space - with a refundable \$100 clean up deposit due at the time of your application.

For 2024, we are pleased to offer vendors event space indoors and on the main level of the pavilion where the obstacle course will be set up. Listed below is the Vendor Agreement Hope Center is requesting for eligible and approved vendors who will participate in the event. Eligible vendors must be approved by Hope Center.

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**VENDOR AGREEMENT:**

I, \_\_\_\_\_, agree to rent booth space at the 2024 Cookeville Ninja Challenge in the area assigned to me. A clean-up deposit, space rental fee, and photos of items to be sold (if applicable) are due to Hope Center at the time the space is reserved – no later than Friday, February 16<sup>th</sup>, 2024.

**FURTHERMORE.**

- I agree to submit a certificate of insurance by Friday, February 16<sup>th</sup>, 2024 with a minimum of \$1,000,000 (one million dollars) general liability insurance coverage and listing Hope Center and Hyder-Burke Pavilion as additional insured under my policy.

- I agree to indemnify and hold harmless **Hope Center Adoption & Family Services, Hyder-Burke Pavilion, Ninja Nation**, and the staff 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, Hyder-Burke Pavilion, or Hope Center are liable for loss, theft, or damage.
- I will submit a menu with a list of items to be sold four (4) photos of my work or booth to Hope Center for consideration. Please circle any items that are primary or essential to your business. Hope Center reserves the right to restrict vendors and items to prevent the excessive repetition of items sold. Hope Center also reserves the right to reject any vendors who misrepresent their work in photos. Notification letters will be mailed along with photos and undeposited checks for vendors who are not accepted to the 2024 Cookeville Ninja Challenge.
- I understand that Hope Center has the right to refuse rental or booth space for any reason.
- I understand I am responsible for charging and paying state taxes when applicable.
- I understand that I must abide by the following set up time constraints:
  - **Set up: Saturday, February 24<sup>th</sup>, 2024 6:30am - 8:30am**
  - **No vehicles are allowed in loading areas after 8:30am. Please remove your vehicles by this time.**
  - **Tear down: Saturday, February 24<sup>th</sup> 4pm-6pm, 2024**
  - **Your space must be vacated by 6:00pm following the conclusion of the event at 4:00pm. 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 cleanup deposit is to be submitted with this contract. I understand that I will forfeit this deposit if I do not clean up my space to the satisfaction of event management. Prior to departure, event management will inspect my space in order for me to get my cleanup deposit back. I also understand that I will lose this deposit if I do not vacate my space by the appointed time.
- Any violation of this agreement, will permit the immediate termination for this agreement and forfeiture of clean up deposit fee. Hope Center reserves the right to ask any vendor to leave the premises if this contract is violated by the vendor.
- I understand that Hope Center has the right to refuse rental or booth space for any reason.
- All booth spaces include (1) 110 volt 20-amp electrical serve.

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Vendor Signature

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Date

**Please return the following page for vendor consideration and approval**

Hope Center Adoption & Family Services  
235 W. Main St.  
Cookeville, TN 38506  
(615) 603-0542  
[kfrieze.hopecenter@gmail.com](mailto:kfrieze.hopecenter@gmail.com)

Booth Size (Trailer Hitch Inc)	Saturday, February 24 <sup>th</sup> 2024
10x10	\$75
20x20	\$75
Additional Space	\$25
<b>Clean Up Deposit</b>	<b>\$100</b>

**Rental Fee and Deposit**

Please include *separate* checks for Clean Up and Space Rental Fee. The Clean Up Deposit will not be cashed and will be held until after the event. The cleanup deposit (\$100) will be returned to you so long as you leave your space in a timely manner and in good condition.

***Make checks payable to Hope Center Adoption & Family Services***

**CHECKLIST OF ITEMS TO ENCLOSE WITH APPLICATION:**

- \_\_\_\_\_ Example list of items to be sold
- \_\_\_\_\_ Vendor agreement, signed
- \_\_\_\_\_ 3-4 Pictures of Booth Set up and items to be sold (if applicable)
- \_\_\_\_\_ Check - \$75 Space Rental Fee
- \_\_\_\_\_ Check - \$100 Clean Up Deposit

**VENDOR NAME:** \_\_\_\_\_

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

\_\_\_\_\_

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

**CONTACT PERSON:** \_\_\_\_\_

**CELL NUMBER (DAY OF EVENT NUMBER):** \_\_\_\_\_

**ITEMS YOU WILL BE SELLING:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_