



## **FOOD VENDOR 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. I agree that I will be responsible for my own insurance under this hold harmless cause which is made a part of this contract.
- I will submit a menu with a list of items to be sold and the selling price of each item with my contract. Hope Center reserves the right to restrict certain menu items to prevent the excessive repetition of items sold. Please circle any food items that are primary or essential to your menu.
- I understand that anyone I bring to cook, serve, or otherwise must be age 14 or over. I can have up to (four) 4 people in my vendor/food truck.
- I understand that **I MAY NOT bring in soft drinks/water from outside the festival to sell. I may only sell tea, lemonade, and/or coffee drinks if I am an approved vendor.** Please check with Hope Center before selling any other beverages.
- **ANY VIOLATION OF THE BEVERAGE POLICY WILL RESULT IN THE LOSS OF CLEANING DEPOSIT.**
- I understand it is my responsibility to provide my own tent, trailer, extension cords, and water hose, etc. In addition, I will adhere to all Health and Fire Department regulations related to booth set up and proper food preparation/service.
- I understand that there is no dumping of waste, water, or oil on the premise of Hyder-Burke.
- 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, including any infringement upon beverage sales will permit the immediate termination for this agreement and forfeiture of the booth rental

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 application page for 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)

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

**Space Rental Fee & Clean Up Deposit**

Please include separate checks for Space Rental Fee and Clean Up Deposit. The Clean Up Deposit check will not be cashed and will be held until after the event. The check 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.***

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

- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Menu & Price List
- \_\_\_\_\_ Vendor Agreement, Signed
- \_\_\_\_\_ 3-4 Pictures of Booth Set up
- \_\_\_\_\_ 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:** \_\_\_\_\_