

# WFSK Presents: The Annual FISK Food & Jazz Music Festival

Saturday, June 29, 2024  
3:00pm – 9:30pm (on the campus grove area)  
Fisk University  
1000 17th Avenue N.  
Nashville, Tennessee 37208

## FOOD VENDOR APPLICATION & AGREEMENT

Fisk University Food & Jazz Music Festival will be held Saturday, June 29, 2024 3:00 to 9:30 p.m., (CST) on Fisk University (“Fisk” or the “University”) Campus, 1000 17<sup>th</sup> Avenue North, Nashville, Tennessee 37208 (the “Premises”). Food vendors must pay a \$200.00 booth fee, and a \$100 refundable cleaning deposit\* in advance of festival with completed application. **\*\*There will be a limited number of prime booth spots with a higher rate of \$250.00. Available on a first-come, first serve basis.**

**Vendors using propane must have a current Metro Propane license and include a copy of the license with application. Food trucks must have current insurance.**

Vendors may enter the Premises on the day of the event at the following access point 16<sup>th</sup> & Phillips Streets.

This agreement and application (this “Application” or this “Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 and is by and between \_\_\_\_\_, a Food Vendor, whose business address is \_\_\_\_\_

\_\_\_\_\_ “Vendor”) and Fisk University. Vendor hereby applies to occupy a \_\_\_\_\_ booth space on said Premises subject to the terms and conditions contained herein and as attached, and will submit any additional material for approval as may be requested by WFSK.

Vendor hereby agrees and acknowledges that:

- Vendors are accepted on a first come first serve basis, based upon the date of receipt of this Application, fees and the availability of spaces for festival. Applications will not be accepted after **June 14, 2024**.
- Upon acceptance, Vendor will be assigned an area on Fisk Way and agrees to occupy its assigned area for the entire duration of the event. Please do not make requests on the day of the event.
- **Vendors agree to have preparation areas set up and ready for business by 2:00 p.m., (CST), on Saturday, June 29, 2024.** The Premises will be available for entry at the Access Point of 16<sup>th</sup> & Phillips Streets at 9:00 a.m., Central Daylight Time.
- Food Vendors must provide their own canopy/tent (10 x 10), tables, chairs, small trash receptacle and electrical supply. These must be self-supporting with no nails or other damaging hardware in the trees or shrubs. We do not provide electricity; small generators are permitted if necessary.
- Vendors must obtain their Vendor passes at the Access Point (16th & Phillips Streets). All staff working at the Vendor’s booth/truck are required to wear their passes or be subject to removal from the Premises.
- Vendor agrees to sell only the items approved by the WFSK and listed at the prices specified.
- Vendor must clearly display booth signage and a menu board with available products and price list.

- All Vendors and their employees agree to be properly attired at all times. Vendors and employees will not be permitted to drink alcoholic beverages during event hours. Firearms are strictly prohibited on the Premises. Illegal drugs are strictly prohibited on the Premises. Any person suspected of being under the influence of alcohol or drugs will be removed from the Premises immediately. Any person who bullies, threatens, harasses, assaults or engages in unwanted contact or communication with a member of the University campus will be immediately removed from the Premises. Vendors are prohibited from entering residence halls during the Event excepting those who have a familial relationship with a student and may be removed from the Premises for violation of this prohibition. Refunds will NOT be made under the circumstances above.
- No pets allowed.
- Vendor will solely be responsible for the security and safety of Vendor's personnel, cash, equipment, goods, inventory, supplies, or other property. Fisk University will not be responsible for theft, loss, damage or injury of any person or property.
- Cars, trucks and trailers must be out of the Premises before 11:30 p.m., Central Daylight Time. Exhibitors who abandon vehicles will have their vehicles towed at their sole expense. There will be no exceptions.
- Vendors will be responsible for keeping their area clean and free of hazards throughout the Event. Vendors must clean their area at the end of the Event and all litter and packaging must be removed from the site by the Vendor and inspected by festival staff in order to receive the refundable Cleaning Deposit.

All booths and equipment are required to meet uniform fire codes for a tent, canopy or other temporary structure. Vendor will be responsible for securing an operable regulation fire extinguisher in the booth at all times during the event.

- Fisk University security and staff has the right and will execute that right to ask a Vendor to leave the Premises if not conforming to the University's rules or for misrepresenting the nature of an exhibit. Refunds will NOT be made under such circumstances.
- Each vendor must individually comply with applicable City, County, State and Federal sales regulations as well as all local licenses, fees and permits required, prior to the event. The enforcement of these rules and regulations under direct supervision of WFSK/Fisk University management. Vendor shall be responsible for the collection and payment of all applicable taxes.
- Vendor agrees to conform to all rules and will follow instructions by authorized personnel of this Event, or Vendor will be asked to leave the event immediately, forfeiting refund for rental space. Full payment must be received and cleared for booth assignment. No refunds will be made for cancellations after acceptance into the Event. Grounds security will be provided throughout Event weekend.
- ADA requirements for all Vendors: Merchandise for display should be within a line of sight no higher than 48 inches from the ground for persons of short stature or wheelchair users. If merchandise is displayed higher than 48 inches, the merchant must provide assistance to customers with disabilities in order to reach items. All cashier counters (counters where money transactions occur) must be no higher than 36 inches maximum above the floor or ground, for a minimum length of 36 inches. If counter is higher than 36 inches, the merchant must provide assistance to customers with disabilities in order to carry out transactions. Aisles for passage within vendor and exhibit spaces must be 36 - 42 inches apart to allow clearance for wheelchair users.
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## ADDITIONAL RULES & DOCUMENTATION REQUIREMENTS FOR FOOD VENDOR APPLICATIONS

- Food vendors are not permitted to sell any items that have not been approved by WFSK. This prevents repeated items at the Event and the Vendors from competing with one another.
- Food vendors must display a current occupational license with valid signature on the day of the Event. Such license must be visible and clean. Each Vendor must also display food products, vendor's name, and phone number.
- All food Vendors must have liability insurance with minimum limits of \$1,000,000. Furthermore, the Certificate of Insurance must list Fisk University and Nashville-Davidson County as an additional insured. Proof of insurance must be filed along with this Application in order for approval.
- Food Vendors who will be cooking on site must have a valid Propane Use License, certified fire extinguisher; a minimum 2A-20BC type fire extinguisher must be at each food vendor location. A minimum 40BC is required if hot grease or oil is used in food preparation (the fire marshal will check the extinguishers). Vendors are responsible for the proper disposal of any hazardous cooking related waste including grease and/or oil.

**I HAVE READ THE FESTIVAL RULES AND AGREE TO ABIDE BY THEM:**

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

**PRINT NAME:** \_\_\_\_\_

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

**Additional comments & requests:**

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### Vendor Application Check List:

- Signed and completed application
- Check or Money order for truck/booth(s)
- Certificate of Insurance (For Food Vendors)
- Photo of truck/booth
- Fisk University Disclosure Affidavit

Please send your check and/or money order payable to:

**WFSK**

**ATTN: Sharon Kay, Food and Jazz Music Festival Director**

1000 17th Avenue North

Nashville, TN 37208

For more information, please contact **Sharon Kay at (615) 329.8754 or by e-mail [skay@fisk.edu](mailto:skay@fisk.edu)**

**PLEASE COMPLETE THE APPLICATION IN FULL; IT WILL NOT BE PROCESSED IF INCOMPLETE**

Please provide all required documentation. Applications will not be accepted unless all documentation is provided along with this form. Sending in an Application with a check is not an approval. You will be contacted via email once your application is approved. Checks will not be deposited until your application is approved. If your application is not approved, you may request that your check be mailed back. Please list all items you plan on selling at your booth.

If there is not enough room, please include an additional sheet with more information. Items not listed will not be allowed to be sold at the event. Please provide us with pictures of your set-up (ie: Truck/Booth w/ items). We do not provide tents to our vendors.

**Vendor Name:** \_\_\_\_\_

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

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

**Cell Phone:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Vendor herein waives, releases, and discharges Fisk University, its trustees, officers, employees, agents and representatives, from and against any and all claims for personal injury, illness or death, property damage or loss, which may result directly or indirectly from my/our participation.

This release is also intended to discharge in advance the Fisk University promoters, coordinators, producers, and sponsors of this event. Confirmation of space location, entrance passes and, parking information will be mailed to each accepted Vendor prior to the Event. Use of the space is restricted to the Vendor whose name appears on the Application form. Subletting, selling, or giving of space to anyone is prohibited. Any breach of this rule forfeits the rights of the applicant.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please list all the items you plan to sell. Attach separate sheets if additional space is needed.**

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_