



**4<sup>th</sup> of July Independence Day Celebration  
VENDOR PARTICIPATION AGREEMENT**

Date: \_\_\_\_\_

**Event Information**

The City of Goodlettsville celebrates Independence Day on the 4th of July in Moss-Wright Park. The event begins at 4:00pm and concludes after the fireworks display, which is scheduled to begin at 9:00pm.

**Contact Information**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

**Booth Information**

Booth Type (check one): Tent \_\_\_\_\_ Food Truck \_\_\_\_\_ Other (specify): \_\_\_\_\_

Booth/Truck Size: \_\_\_\_\_

List food or any other items that will be sold or given away AND/OR list activities that your organization would like to provide. Include the price of all items and activities. Goodlettsville Parks and Recreation must approve all requests. Attach a separate page if necessary.

<i>Items</i>	<i>Price</i>
_____	_____
_____	_____
_____	_____
_____	_____

**Electricity**

Will your booth be powered by a generator? No \_\_\_\_\_ Yes \_\_\_\_\_

*Availability of electricity is limited and is not promised to any vendor. It is suggested that vendors power their booths with generators.*

Do you have electricity requirements? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_

**Fees & Charges**

Fees and Charges vary depending on the type of booth. All fees are due at the time the application is submitted. Participation Agreement Applications should be mailed to:

City of Goodlettsville  
Attn: Sarah Jennings  
105 S. Main Street  
Goodlettsville, TN 37072

*Tent Vendors*

Vendors setting up a tent are required to pay a \$100 booth fee. The booth fee is due at the time the application is submitted. Please return this signed form along with a check made payable to the "City of Goodlettsville" to the mailing address above. Vendor is subject to additional fees at the conclusion of the event if the area is not left the way in which it was found. Vendor is not permitted to dump grease on site.

*Food Truck Vendors*

Food Truck Vendors are first required to complete the Vendor Participation Agreement and pay a booth fee in the amount of \$100. Please return this signed form along with a check made payable to the "City of Goodlettsville" to the mailing address above. Vendor is subject to additional fees at the conclusion of the event if the area is not left the way in which it was found. Vendor is not permitted to dump grease on site.

*Other Vendors*

Any vendors that do not fall in the above categories will be reviewed by the Superintendent and Director of Parks and Recreation to determine the appropriate fees.

**Insurance Requirements**

In most cases, vendors are required to have a Comprehensive General Liability Insurance Policy. The policy must be in effect for the duration of the event and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the City of Goodlettsville as additionally insured. If food or beverages are to be served, a product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.

**Event Set-up & Clean-up**

*Event Set-up*

Prior to setting up, the vendor is to perform a site inspection of the assigned area and must report in writing, the presence of any damage or trash on the premises to Parks and Recreation staff. Set-up will begin no earlier than 12:00pm the day of the event. To maintain the integrity of the event, vendors must be in their assigned area and ready to begin by 3:45pm at the very latest.

*Event Clean-up*

Vendors are asked to begin cleanup at the start of the fireworks show, but refrain from leaving the property until the conclusion of the event. Each vendor is required to restore their designated area in the park to the same condition as prior to the event. Area must be left as its was found to avoid additional fees.

The \_\_\_\_\_ agrees to make available to the public, only the items  
(organization's name)  
listed above, if approved by Goodlettsville Parks and Recreation. Additionally, the said organization acknowledges and agrees to adhere to the expectations listed above.

\_\_\_\_\_  
(signature of representative)

\_\_\_\_\_  
(date)

Please direct all event specific questions to the Superintendent of Recreation:

Sarah Jennings  
(615) 851-2255  
sjennings@goodlettsville.gov