

Vendor Rules & Regulations Agreement

World's Fair Park & Volunteer Landing

Public Building Authority • World's Fair Park & Volunteer Landing Event Office
 Email: llyons@ktnpba.org • Phone: (865) 215-8161 • Cell: (865) 659-7750
 Mailing: 400 Main Street, Suite M22, Knoxville, TN 37902 • Attn: Liz Lyons

Please provide a copy of these rules & regulations to your vendors that will be onsite during your event. Each vendor should then sign & return their form to the World's Fair Park & Volunteer Landing Event Office.

Please send this form to llyons@ktnpba.org no later than 30 days before your event.

Please be mindful of the following while onsite at World's Fair Park & Volunteer Landing:

- The lessee is required to provide to the WFP/VL Event Coordinator a site layout of all vendors especially vendors that are grilling prior to any set-up.
- Food vendors are required to place protective lawn matting on the sidewalk/lawn below cooking equipment to protect the surface below (lessee will be held responsible for any damage).
- Attachments to trees or landscaping are prohibited.
- Vehicles will not be allowed on the lawns/sidewalks without permission from the PBA WFP/VL Events Coordinator
- Vehicles are no longer allowed to park in one (1) lane of World's Fair Park Drive (except for loading & unloading) or in the circle portion of WFP Drive near the Sunsphere as the Drive must maintain a one & a half lane fire lane clearance and the circle is now considered a fire lane. Violators found parking in these areas during events risk being ticketed and/or towed by WFP Security.
- Vendors are required to bring their own extension cords or electrical whips as well as any water hoses that they would need.
- Vendors should come prepared with equipment (dollies, carts, etc.) to assist with unloading and loading of equipment.
- Tents, inflatable games, etc. must be weighted; stakes in the lawn areas are strictly prohibited. Inflatables expected to remain onsite overnight must be removed from the grass to a hard surface so that the ground does not suffer damages.
- Vendors who are cooking on site must provide a working fire extinguisher.
- No open flames are permitted underneath any tent or canopy.
- Secure all LP/CO2 tanks.
- Do not pour hot liquids, ice, or grease on the lawns. Please dispose of grease, chlorinated water, and other type liquids properly. It is against City Ordinance to pour anything down the storm drains.
- Coolers and supplies, including cases of sodas or food, should not be stacked directly on the grass. These items should be placed on a pallet or similar device.
- Do not erect tents or place any equipment in the roadway that would prohibit passage of an emergency vehicle.
- Absolutely no paint is to be sprayed on the lawn or concrete areas unless prior approval is granted by PBA (certain non-permanent marking paints are permitted pending approval).

I have read the above Rules & Regulations and agree to abide by them while onsite at World's Fair Park &/or Volunteer Landing.

Print Vendor Name	Phone/Cell
Vendor Signature	Date
Event Name	Event Date(s)
	Location

Vendor Power & Water Requirements World's Fair Park & Volunteer Landing

Event Information:

Event Name: _____ Date(s): _____
 Event Location: _____ Event Contact: _____

Vendor Information:

Business Name: _____
 Business Address: _____ City: _____ State: ____ Zip: ____
 Business Phone: _____ Business Fax: _____ Email: _____
 Onside Contact: _____ Cell: _____

Type of Vendor (food, retail, beverage, info booth, etc.): _____

What will you be selling/serving/distributing at the event? _____

Setup Location Onsite (if unknown, leave blank): _____

Power Needs: Please list EACH item to be powered, the power amount needed, and the amperage & phase – add an additional page, if needed.

Item(s) to be powered <i>please list only one item at a time</i>	Power Amount Needed <i>standard 110-outlet or a larger 220-outlet</i>	Amperage & Phase <i>phase 1 or phase 3</i>

*** Please Note: vendors are responsible for providing their own electrical whips and/or extension cords. Also, PBA staff will begin disconnecting any utility service provided to the lessee immediately after the end of each event and not later than 1 hour after the event concludes.*

Water Access: Yes ____ No ____ *** Please Note: vendors are responsible for providing their own 12-gage sanitary water hoses as PBA does not have them.*

Additional Needs (related to power and/or water):