

KNOXVILLE OPERA'S
ROSSINI
FESTIVAL



Recognized as one of East Tennessee's most popular events, the largest of its kind in the local area, and the only such free-admission community event presented by an opera company in the U.S.

SATURDAY, APRIL 22, 2017

FOOD VENDOR GENERAL INFORMATION

This information and the accompanying agreement apply only to vendors who sell food and non-alcoholic beverages. Different applications are available for all other vendors.

The annual Knoxville Opera Rossini Festival International Street Fair, now in its 16th year, has been designated a "legacy event" by Knoxville Mayor Madeline Rogero and serves as a celebration of the performing arts. The public enjoys 11 consecutive hours of live entertainment on five outdoor stages (opera, jazz, ethnic music, gospel, modern and ethnic dance, ballet, vocal and instrumental ensembles) and the YMCA FamilyZone while shopping at exhibits of over 100 prominent Artisans and enjoying the cuisine of a multitude of food vendors. This unique event transforms downtown Gay Street, Market Square, and the adjoining streets into a European-style pedestrian street mall appropriate for the entire family. The Rossini Festival has entertained over 500,000 people from Knox County and the surrounding region in the first 15 years! As the Street Fair is offered free to the community each year it is largely dependent upon sponsor support for its funding.

"The Rossini Festival's culture is extraordinary and serves as a wonderful model for other arts groups throughout the nation to emulate..." –Wayne Brown, Head of Music and Opera, National Endowment for the Arts

Food Vendors will receive a 50% discount on tickets to Knoxville Opera's production of Donizetti's spectacular *Mary, Queen of Scots* (presented in Italian with projected English translations) The Tennessee Premiere of this extraordinary work will take place at the magnificent Tennessee Theatre in downtown Knoxville on April 28 (7:30pm) and 30 (2:30pm), 2017. Please click on this link for more information about the production: <http://www.knoxvilleopera.com/mary-queen-of-scots/>.

The Rossini Festival is growing every year and we hope you will become one of our celebrated Food Vendors in 2017. We look forward to including you for this special occasion! For more information about the Street Fair, please visit www.RossiniFestival.org.

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KNOXVILLE OPERA'S ROSSINI FESTIVAL INTERNATIONAL STREET FAIR

Saturday, April 22, 2017, 10:00 am to 9:00 pm

FOOD VENDOR RULES, APPLICATION, AND AGREEMENT – PAGE 1

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1. COMPLETE and RETURN THIS 5-PAGE APPLICATION AGREEMENT ***EITHER VIA EMAIL to: Knoxville Opera*** Don Townsend, (dtownsend@KnoxvilleOpera.com), ***OR VIA MAIL to Knoxville Opera Rossini Festival, 612 E. Depot Avenue, Knoxville, TN 37917.*** If you have questions about application procedures or the Rossini Festival, please contact Don Townsend at dtownsend@knoxvilleopera.com or 865-599-7961.
 2. The **Food Vendor Registration fee** is **\$225, \$275, or \$325** (based upon location) for a 10' x 10' exhibit space if paid application and agreement are **received by March 15, 2017**. If your entry application and/or payment arrive at KO **after March 15, 2017** the **Food Vendor Registration fee** is **\$275, \$325, or \$375** (based upon location). Acceptance notifications and setup instruction packets will be mailed on or about April 1, 2017. **Green and Gold block spaces will sell out quickly**. Spaces will be awarded on a first-come, first-served basis. See paragraph 10 for more information about space assignments. **See page 5 of this Agreement for a map of locations.**
 3. Food Vendors may **sell only food and non-alcoholic beverages**. Food Vendors and the public are required to use Knoxville Opera Food Vendor Tickets (FTs) in \$1.00 increments for all purchases. **No cash transactions are permitted**. Food Vendors may not sell or resell FTs. **If a Food Vendor is found to be in breach of these regulations, their operation will be closed down, their FTs will not be redeemable from Knoxville Opera, and booth fees will not be refunded.** Only Knoxville Opera may sell FTs. Food Vendors will be paid by KO company check for the total dollar amount of their submitted FTs minus 10% (ten percent) which will be processed as a tax-deductible contribution to Knoxville Opera to help defray the costs of the Street Fair. A tax-deduction receipt will accompany the check. **Any and all sales tax payments are the responsibility of Food Vendors.**
 4. **Your collected Food Tickets (FTs) may be turned in to Knoxville Opera for payment on April 22:**
 - a) The food ticket counting and payment operation on April 22 will be the lobby of the Arcade Building (618 S. Gay St., 3 doors down from the TN Theatre).
 - b) **3:30 pm – 6:30 pm** You can bring your food tickets for payment. Your Tickets will be counted and you will receive a receipt which you will later submit to KO to add to your final ticket count.
 - c) **9:00 pm – 10:30 pm** Bring any receipts you have received in exchange for FTs during the day, along with your final Food Tickets to be counted.
 - d) Your FTs will be counted and you will receive a check for the total amount minus a 10% tax-deductible contribution to Knoxville Opera. If your FTs have not been processed by 11:30 pm, you may either bring them to KO's office on April 24 or 25 for processing, or arrange to leave your FTs with a KO representative (in the lobby of the Arcade Building) in a sealed KO bag. You will receive a receipt for your bag, your FTs will be processed no later than May 1, and your check will be available by May 5.
 5. **Include a short description** of the Food Vendor and description of menu items with the application. Please write description only on the line(s) provided on the application form below.
 6. **Signage:** Food Vendors **must** provide and display signage in their booth stating their business name, menu items, and pricing of all items based on the mandatory currency and increments of \$1 Food Vendor Tickets (FTs). **Failure to do so will result in the closing of your booth(s) without any refund of your fees.**
 7. **Booth Space:** Food Vendor's entire setup must fit within the designated pre-paid booth space or additional booth space will be charged. Tents, tables, chairs, displays, signage, and all other equipment deemed necessary by the Food Vendor are the responsibility of the Food Vendor. Tents, tables, and chairs are available for rent from Knoxville Opera. Rental fees must accompany application fees. Each vendor is responsible for removing their own trash from their booth space on a continuing basis throughout the day including at final breakdown. No trash is to be left at vendor's site. All vendors will be required to comply with all requirements of the City of Knoxville Special Events Department in effect at the time of the event. **A working fire extinguisher must be present** at each area where there is cooking with gas or electricity. If cooking with grease, a working certified K Class fire extinguisher is required. **Failure to do so will result in the closing of your booth(s) without any refund of your fees.**
 8. **Sales:** Vendors are responsible for sales tax on all products and/or services. KO does not pay sales tax on behalf of Vendors or Exhibitors.

9. **Mobile Food Units:** The City of Knoxville has instituted a new policy for food trucks/trailers and all mobile food vendors **MUST** be approved by the City of Knoxville to vend at the Rossini Festival. "Mobile Food vending Unit" (MFU) is defined as an enclosed unit, truck, or trailer, or similar vehicle-mounted unit that is 1) mobile or capable of being moved by a licensed motor vehicle; 2) independent with respect to water, waste water, and power utilities; 3) used for the preparation, sale or donation of food products and beverages; and 4) no larger than thirty-five (35) feet. For more information about the City of Knoxville Mobile Food Vendor Program, please visit: <http://www.knoxvilletn.gov/mobilefood/> or contact: Patricia Robledo, Business Liaison City of Knoxville Office of Business Support (phone 865-215-3155; Email probledo@knoxvilletn.gov).
10. **Space Assignments:** Food Vendors who have participated previously in the Street Fair will be placed first (in the order of payment received) but without guarantee of specific placement. First-time Food Vendors will be assigned spaces after the returning vendors have been assigned, and in the order of payment received.
11. **Grease:** If Food Vendor is cooking with grease, **absorbent matting (pig matting) must cover the entire cooking area**, extending beyond the tent and covering the street or sidewalk to the next vendor to keep grease off the street and sidewalks. **It is a violation of City Code to put anything down the storm drains other than storm water.** Grease, chlorinated water and other liquids must be removed from the site and disposed of properly. Food Vendors **will be held responsible for the expense of cleanup** if any grease is left behind at the event site.
12. **Hours of Operation:** Food Vendors must be open for business from **10:00 am - 9:00 pm**.
13. **Electricity** is available to Food Vendors free of charge. Electric service will provide 10 amps at 110 volts single-phase (normal household electric service) AND 220 volts. No generators will be permitted. Food Vendors must provide their own commercial outdoor-rated extension cords (**300 feet**), plug-in strips, and must secure all cords with duct tape, or use anti-trip hazard cord. Water access is NOT available. If needed, Food Vendors must bring their own water.
14. **Theme:** The event is intended to have the tone of an upscale European street fair, projecting an image of quality and tastefulness appropriate for the entire family. Product offerings do **NOT** have to be international in nature, but must be appropriate to the family-friendly, upscale quality of the Fair.
15. **Waiting List:** When the maximum number of exhibit spaces is filled, a waiting list will be kept and any cancellations will be filled with the next available Food Vendor in the same/similar culinary category.
16. **Set-up and Breakdown.** Food vendors may unload at their designated booths ONLY on April 22, 2017 and ONLY from **5:30 am to 8:30 am**. **ALL VEHICLES MUST BE REMOVED TO ASSIGNED PARKING LOTS NO LATER THAN 9:00 am.** For breakdown, be prepared to hand truck your property to your vehicle. No vehicles will be allowed on the streets until after all patrons have left and Knoxville Police open the streets. Early breakdowns are not permitted unless authorized by Don Townsend, Michael Torano, or Brian Salesky at the Street Fair.
17. **Cancellations must be submitted in writing to Knoxville Opera Rossini Festival, 612 E. Depot Ave., Knoxville, TN 37917.** Cancellations received on or before March 15, 2017 will receive a refund of booth fees minus a \$40 administrative fee. Cancellations received after March 15, 2017 will receive no refunds under any circumstances including, but not limited to, the weather.

Instructions: This document is a "fillable" pdf which you are able to print and complete via handwriting or complete with your keyboard and return to Knoxville Opera via email.

If completing by hand, please print out, complete and return with your payment to: Knoxville Opera 612 E. Depot Avenue, Knoxville, TN 37917 Attn: Don Townsend. Acceptance notifications will be sent by March 16, 2017 and setup instruction packets will be mailed to the address on your application on or about April 1, 2017.

If completing online, please type in appropriate boxes and "save" this form to your desktop. Please save your completed form in the following format using "2017 - <your vendor name>.pdf" as the file name (example: 2017 - ACME appetizers.pdf). Then submit an email to dtownsend@KnoxvilleOpera.com and attach your completed pdf. You will receive an emailed response shortly following that we have received your application. This will not serve as acceptance of your application but as receipt of your application. Acceptance notifications will be sent by March 16, 2017 and setup instruction packets will be mailed to the address on your application on or about April 1, 2017. *If completing and emailing application, an actual signature is not necessary but all appropriate boxes must be checked.*

KNOXVILLE OPERA’S ROSSINI FESTIVAL INTERNATIONAL STREET FAIR

Saturday, April 22, 2017, 10:00 am to 9:00 pm

FOOD VENDOR RULES, APPLICATION, AND AGREEMENT– PAGE 3



Food Vendor agrees and guarantees to Knoxville Opera:

1. To abide by all rules and provisions as specified in this agreement and application.
2. To arrive, unload, set up and organize equipment in specified space(s) between **5:30 am – 8:30 am** on April 22, 2017, and to remove all vehicles from Gay Street and adjacent streets no later than 9:00 am.
3. To have booth(s) open for business from 10:00 am - 9:00 pm on April 22, 2017, **rain or shine** (unless site has been officially closed or event cancelled by Knoxville Opera officers), and **to price all food items in accordance with the required use of Knoxville Opera \$1 Food Vendor Tickets (FTs) as currency.**
4. To **NOT** sell any Food Vendor Tickets (FTs) to anyone and to accept **only FTs** as payment for food and beverages at the Street Fair. (Only Knoxville Opera may sell FTs.)
5. To acquire, prepare, store, and handle all food products in compliance with federal, state, and local health and safety regulations and guidelines governing outdoor, mobile, and temporary food establishments and services.
6. To acquire and have available at my vending booth(s) copies of all permits, licenses, insurance documents, and safety equipment that are required by Knoxville Opera and all federal, state, county, and city government agencies.
7. To have employees working at the Street Fair who are fully trained and in compliance with all federal, state, and local health and safety regulations and guidelines relative to food service.
8. To place protective and absorbent material beneath all cooking units, deep fryers, grills, etc. (available for purchase from City of Knoxville Special Events Office), and to **remove all grease, hot oil, hot coals, empty gas tanks/cylinders, and solvents from the booth site for proper disposal as required by law. NO MATERIALS WHATSOEVER MAY BE Poured INTO CITY GRATES AND DRAINS.**
9. **To have a working fire extinguisher** present at each area where there is cooking with gas or electricity. If cooking with grease, a working certified K Class fire extinguisher is required.
10. To place all trash and garbage into street containers for pickup by the City Public Service Dept. throughout the day and following the event and to **REMOVE ALL GREASE** from event site upon exit. No grease is to be discarded in street containers or left at site. **Vendor will be held responsible for the expense of cleanup if any grease is left behind at the event site.**

Food Vendor Name (as it will appear at the Street Fair): _____

Legal Business name (if different from above): _____

Knoxville Opera should make your FT payment(s) to: _____

Business Owner: _____

Address: _____

City, State, Zip: _____

Phone: () _____ Mobile Number: () _____

Website Address: _____

Email Address: _____

Number of previous years I have participated at the Rossini Festival Street Fair: _____

I would like to purchase _____ discounted tickets to Knoxville Opera’s Apr 28 Apr 30 performance of *Mary, Queen of Scots*.

My food menu at Knoxville Opera’s Rossini Festival International Street Fair is (required):

KNOXVILLE OPERA ROSSINI FESTIVAL INTERNATIONAL STREET FAIR

Saturday, April 22, 2017, 10:00 am to 9:00 pm

FOOD VENDOR RULES, AGREEMENT AND APPLICATION – PAGE 4

Please print legibly OR type and do not alter application, check all applicable boxes, and fill in all applicable blanks below.

ENCLOSED IS MY PAYMENT to Knoxville Opera for the following items:

Mary, Queen of Scots tickets Apr 28 Apr 30 _____ x \$34 (\$68 value) = \$ _____

Food Vendor Registration Fee*: _____ (10'x 10' Spaces) x \$225, \$275, or \$325 = \$ _____
* applications received **by March 15, 2017**

Food Vendor Registration Fee**: _____ (10'x 10' Spaces) x \$275, \$325, or \$375 = \$ _____
** applications received **after March 15, 2017**

Rental of 10'x10' Tent(s) without sides: _____ tent(s) x \$110 = \$ _____

Rental of 10'x10' Tent(s) with sides: _____ tent(s) x \$160 = \$ _____

Rental of Table(s): _____ table(s) x \$10 = \$ _____

Rental of Chair(s): _____ chair(s) x \$4 = \$ _____

TOTAL AMOUNT OF MY PAYMENT IS: \$ _____

Please provide me with access to: 110 volts 220 volts

Payment Method (Payment must accompany this order via credit/debit card, or check. Please check appropriate box(s))

I am paying via check (payable to "Knoxville Opera" check # _____) I am paying via credit/debit card

Credit Card (check one): MasterCard Visa American Express Discover
Credit Card #: _____ CCV #* _____ EXP. ____/____

Name on Card: _____ Signature: _____

Card Billing Address: _____ City: _____ State _____ Zip: _____

* American Express – 4 digits listed on front right-hand side of the card. * Discover, MasterCard/VISA - last 3 numbers on the back signature panel.

Please note: Food Vendors whose menu is not accepted by the Rossini Festival Jury will receive a refund of their Food Vendor Registration Fee minus a \$20 administrative fee.

I agree to the terms, conditions, and payment as set forth in this 5-page "Food Vendor Rules, Application, and Agreement:"

Signature of Food Vendor or Authorized Representative: _____ Date: _____

Print Name: _____ Title of Food Vendor representative: _____

AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL BOOTH AND EQUIPMENT FEES ARE PAID IN FULL AND A FULLY EXECUTED APPLICATION/AGREEMENT IS RECEIVED AND SIGNED BY KNOXVILLE OPERA. A SIGNED COPY OF THE AGREEMENT WILL BE RETURNED TO YOU FOR YOUR FILES. THANK YOU FOR PARTICIPATING IN THE KNOXVILLE OPERA ROSSINI FESTIVAL INTERNATIONAL STREET FAIR

For KO use only:

Approved by Don Townsend, RF Production Mgr., Knoxville Opera: _____ Date: _____