

**HALLOWEEN BLOCK PARTY 2025  
VENDOR AGREEMENT**

MainStreet Cleveland (Halloween Block Party) and \_\_\_\_\_, herein called Vendor, enter into this Agreement on \_\_\_\_\_, 2025.

Vendor is renting from Halloween Block Party a vending space that measures 10' x 10' on or near the Courthouse Square in Cleveland, Tennessee to be held **Friday, October 31, 2025, from 5pm – 10pm**. The Halloween Block Party has authority and is willing to rent this space to Vendor under the following terms and conditions:

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| 1. Vendors will be classified and charged the following Non-Refundable fees: |   |
| Non-Profit Organization  | \$50 Rental Fee + \$25 Electricity Fee = \$75   |
| For-Profit MainStreet Member   | \$100 Rental Fee + \$25 Electricity Fee = \$125 |
| For-Profit Non MainStreet Member   | \$300 Rental Fee + \$25 Electricity Fee = \$325 |

Once Fees are paid, no refunds will be given regardless of the circumstance, situation, forfeiture, or subsequent decision not to occupy space.

2. Block Party will assign all vending spaces, and Vendor shall occupy only the space assigned. The rented space must be self-contained. No tent poles, guy wires, trailer hitches, tables, materials, etc. are permitted beyond the 10' x 10' space.
3. Vendor agrees to pay the Block Party Rental Fee upon signing and acceptance of this contract no later than Friday, October 17, 2025. No exceptions.
4. To keep the grounds presentable, all Vendors are required to keep their space clean and free from trash. No dumping wash water or oils of any kind on the street. Should Vendor leave space unclean and/or with debris, wash water, cooking oils, or not abide by any other rules or requests from the Block Party Staff or Electrical Provider, Vendor may forfeit participation in any future MainStreet Events.
5. Vendor or Vendor's representative MUST attend one of two safety meetings held prior to Block Party.

Meeting dates are Thursday, October 23 at 5:30 p.m. or Friday, October 24 at Noon. Both meetings will be held in the conference room at **City Hall Annex, 160 Second Street, NE**. For vendors out of the area, a Zoom meeting will be held on Friday, October 24 at 2 p.m. Please indicate your choice:

**I will attend at:** \_\_\_\_\_ **Thursday, 10/23 at 5:30 pm**  
\_\_\_\_\_ **Friday, 10/24 at Noon**  
\_\_\_\_\_ **Zoom Call Friday, 10/24 at 2 pm**

6. Set up for all Vendors will be between 12:00 noon – 4pm on Friday, October 31. All vehicles must be removed from the venue area by 4 p.m. The Block Party officially opens at 5p.m. All booths will be open and manned until 10:00 p.m.
7. Strike for all Vendors will begin at 10 p.m. No vehicles will be allowed into the Block Party venue until 10:30pm.
8. Block Party is a Coke Exclusive Event. All soft drink products must be Coca-Cola brand. Any Vendor violating this policy will be removed from the event.
9. Block Party shall not be liable for any injury, damage, theft or other loss to Vendor, or any person employed by Vendor while on grounds of Block Party at any time including set-up hours, during event hours, and take down. Vendor shall indemnify and assume responsibility and liability of all claims, damage, or injury of any kind or nature to people or property caused by or arising out of the Vendor's actions.
10. Vendor agrees to skirt all tables to aesthetically improve the appearance of Block Party and to prominently display a sign with Vendor's trade name. Vendors and Vendors representatives shall have a neat appearance and

should not wear any clothing with messages or artwork which is distasteful. Block Party reserves the right to bar any clothing, exhibit, product, or person that is offensive. No alcoholic signage, advertisement, or product will be allowed into the Block Party, including coolers, banners or vehicles.

11. All electrical cables must be in good repair and have proper grounds. All LP tanks must be secured or placed in a holder to prevent tipping. A minimum of one #5 ABC Fire Extinguisher must be provided by Vendor in each booth where cooking devices are located.
12. Vendor MUST provide a specific electrical requirement that includes electrical items to be used and quantity of each (i.e. coffee pots, crockpots, lights, etc). **110 outlets** are provided around the venue. If Vendor exceeds requirements provided, Vendor will be charged for all costs associated with correcting overload problems or lose access to power completely. All extension cords must have ground wire and wire size must meet electrical codes based on current draw and must be properly secured to avoid any injury or damage to vendor, employees, representatives, and other third parties and to comply with all requirements of any inspector associated with Electrical Provider. Generators are not permitted. Block Party reserves the right to shut down and/or remove any Vendor who does not comply with these conditions.
13. Block Party reserves the right to terminate this agreement, take possession of the vending space, and remove Vendor and/or Vendor's representatives from the space if Block Party determines Vendor and/or Vendor's representatives are not abiding by the spirit of the Block Party, endangering himself or other third parties at the event, or by breaching any term or condition of the agreement.
14. Should Vendor breach this agreement and Block Party (or any organizations composing the Block Party) must bring legal action to enforce this agreement, Vendor will pay all legal fees incurred by Block Party (or any of the organizations composing Block Party) in enforcing this agreement, including without limitation attorney fees, other professional fees, court reporter fees, witness fees, copying fees, travel and mileage expenses, etc.
15. To be considered for space, Vendor must have booth content approved by Block Party committee; submit a tentative menu, space requirements, electrical requirements, and vendor fee by Friday, October 18, 2025.

Food categories will be limited to no more than 4 vendors providing the same type of food. Food vendors will be approved on a first submitted basis.

16. This agreement binds and benefits the parties and their heirs, personal representatives, successors and assigns. To be valid, any amendment to this agreement must be in writing and signed by the parties. The laws of the State of Tennessee govern this agreement.

I have read, understand, and will ensure that my organization, my company, my representatives, and I will comply fully with the above requirements.

**BLOCK PARTY**

**VENDOR**

By: \_\_\_\_\_

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

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

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

**Physical Address:**  
**160 2<sup>nd</sup> Street, NE**

**Email:** \_\_\_\_\_

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

**Mailing Address:**

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

**Mainstreet Cleveland**  
**PO Box 304**  
**Cleveland, TN 37364-0304**  
**Phone (423) 479-1000**

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_