

Dear CFRC Rodeo Vendors:

The Community Foundation of Rutherford County looks forward to your participation at our 2<sup>nd</sup> Annual CFRC Rodeo on March 1 & 2. This note will address event move in and necessary food vendor permitting.

**Food Vendors:** All food vendors will move in Thursday between the hours of 9:00 am and 3:00 pm. We are not allowed access to the MTSU Tennessee Miller Coliseum until Thursday and must complete food vendor move in during these hours to accommodate movement and logistic challenges in the Miller.

**Non-Food Vendors:** Non-Food Vendors will move in and set up Friday between the hours of 9:00 am and 3:00 pm.

**All vendors must arrive during their designated time window. If there are any difficulties, we will attempt to accommodate your need. However, the compressed time frame available to us this year may adversely impact your participation if you are not able to arrive and set up during the allocated time. Note, vendor space will be assigned upon arrival.**

**Specific Requirements & Information for Food Vendors:**

The Tennessee Department of Health requires **ALL** food vendors performing food service to complete a temporary vendor application and submit it 2 days prior to the event's start date. This includes operators using a permitted mobile food unit, though they **do not** have to pay for a temporary permit so long as they are:

1. Operating in their permitted mobile food unit, or
2. Preparing and packaging food on their mobile unit and then transporting it to be sold at a tent or booth prepackaged.

Within the survey, there is an option to select whether the vendor will be using a permitted mobile unit or not. Selecting "yes" for this option will exempt mobile operators from payment.

Vendors performing food service that do not own or plan to use a permitted mobile food unit must pay for a temporary event permit; the cost of this permit is \$30. Payment is made online upon completing the survey. They will need to have their tent or booth set up and ready for inspection by **12:00 PM** the start day of the event (Friday in this case), and also have a representative available to take receipt of the temporary permit that will be issued to them.

The temporary vendor application can be found at the link below; completion typically takes 5 minutes:

<https://redcap.link/TFEVendorSurvey>

If you have any questions about what qualifies as "food service," please email the assigned inspector for the event, Bobby Fletcher, at [bobby.fletcher@tn.gov](mailto:bobby.fletcher@tn.gov).

If you experience unforeseen circumstances and need of special accommodation on the day of your move in, please contact Adam Swanson (615) 478-0000 or Paul Martin (865) 805-2000. Otherwise, please respond to this email with requests.

We are expecting capacity crowds both nights and look forward to your successful participation with us.

Best regards,

Adam Swanson  
Director, Vendor Operations  
The Community Foundation of Rutherford County

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