



Dear CFRC Rodeo Vendors:

Community Foundation of Rutherford County (CFRC) appreciates your participation in our 4th Annual CFRC Rodeo on March 6–7. Please read and follow the instructions below as it pertains to setting up as a vendor at our event.

Food Truck/Trailer Vendors: All food vendors will move in **Thursday** between **1:00 PM** and **4:00 PM**.

Non-Food Vendors: Non-Food Vendors will move in and set up **Friday** between the hours of **11:00 AM** and **2:00 PM**.

All vendors must arrive during the designated time window. If there are any difficulties, we will attempt to accommodate your need. However, the compressed time period 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 State of Tennessee— Department of Health requires **all** food vendors performing food service to complete a **Temporary Food Establishment - Vendor Application** and submit by end of business day on Tuesday, February 24th. This includes operators using a permitted mobile food unit; however, these type vendors **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.

When completing the **Temporary Food Establishment - Vendor Application**, 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 services not owning or planning to use a permitted mobile food unit must pay for a temporary event permit. Payment is made online upon completing the vendor application. All food vendors will need to have their tent or booth set up and ready for inspection by **12:00 PM** on **Friday, March 6th**. Also, each food vendor must have someone available to take receipt of the temporary permit being issued to them.

The **Temporary Food Establishment - Vendor Application** can be found at the link below; completion typically takes 5 minutes: [Click here](#) to complete your application.

If you have any questions about what qualifies as "food service," please email the assigned Environmental Health Specialist for the event, Bobby Fletcher, at bobby.fletcher@tn.gov.

If you experience unforeseen circumstances and need special accommodations on the day of your move-in, please contact Adam Swanson (615) 478-0000 or KG Rollins (615) 210-1037.

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

Happy vending,

Kelly G Rollins
Chairman & President