



City of Knoxville

Office of Special Events

City County Building, Room 578 • P.O. Box 1631 • Knoxville, TN 37901
Phone: (865) 215-4248 • Fax: (865) 215-4298

Event Vendor Information

There are a few things we would like to make you aware of as you prepare to be a vendor at an outdoor event. **Please read the text below carefully.**

- ◆ All vehicles must be removed from the event footprint 30 minutes before the event starts. This is for safety, and is a dictate of the Knoxville Police Department. If you are late you will not be allowed to access the road closure to unload.
- ◆ You will be responsible for removing from the premises any hot coals, grease, ice etc. **It is a violation of City Code to put anything down the storm drains other than storm water.** Do not pour hot liquids, ice or grease on the lawns. Please dispose of grease, chlorinated water and other types of liquids properly. They must be removed from the site.
- ◆ **Fire Extinguishers are required.** All Units must be equipped with a 2-A:10-B:C 5lb fire extinguisher that is certified annually by a licensed company. Additionally, Units that produce grease laden vapors (e.g., those units with deep fat fryers or flat top griddles) must have a listed fire suppression system certified bi-annually by a licensed company, supplemented by a certified K-Class fire extinguisher. Solid fuel cooking (charcoal, wood) shall be 10 feet away from tents/buildings
- ◆ Food vendors are required to place fire retardant tarps/covers on the sidewalk/lawn as well as absorbent pig matting under cooking equipment to protect the surface below. Both the vendor and the event organizers will be held responsible for any damage to City property. The Office of Special Events will provide pig matting at \$3.00 per linear foot, if your own is not provided.
- ◆ All tents must be properly weighted with 40 pounds per leg.
- ◆ All food trucks must be permitted through the mobile food unit program. Visit www.knoxvilletn.gov/mobilefood for more information.
- ◆ Cooking will be permitted under your tent **only** if a propane grill is being used, if you will be cooking with a propane grill, tent side walls are not permitted
- ◆ No open flame devices are permitted underneath any tent or canopy.
- ◆ All L-P/CO2 tanks must be secured.
- ◆ Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment, hoses **and extension cords**. Extension cords must be at least a #12 gauge and should be at least 100 feet long to avoid daisy-chaining cords. Vendors or event participants with electrical needs of 20 amps or more are required to bring tails.



You will need to provide a 12 Gauge extension cord for each item that you will need to hook up for power



This is NOT allowed