

## PROCEDURES & POLICIES FOR FOOD VENDOR PERMIT APPLICANTS:

1. Applicant completes the application form and submits the form and all required attachments to the Office of the Senior Associate Vice Chancellor for Finance and Administration during the designated timeframe which is referenced at <http://operations.utk.edu/operations/food-vendor-permits>. No vendor permits will be sold on the Friday prior to the game day or the day of the event.
2. Once approval has been granted, the Office of the Senior Associate Vice Chancellor for Finance & Administration will contact the vendor to make arrangements for pick-up of their approval packet (which includes a copy of the approved request form, Vendor Credential for the day of the event, and maps). Non-Refundable payment is due upon pick-up of the approval packet via cash, cashier's check, or money order. If other arrangements are needed please inform our office when you submit the request form.

If approval is not granted, the vendor will be notified by the Office of the Senior Associate Vice Chancellor for Finance & Administration.

3. Description & Cost of Permit Types:
  - **Stationary Vendor Permit:** Allows sales to be conducted at a stationary stand within the designated, approved area (see diagram on page 3). The permit fee is \$25.00 per station per approved event.
  - **Pedestrian Vendor Permit:** Allows sales to be conducted on designated sidewalk areas during the special event requested and approved. Seller cannot be stationary, must remain mobile except during sales transactions. The permit fee is \$25.00 per person per approved event.
4. No refunds will be issued for vendors that cancel plans or are a no show to the event. The vendor credential is non-transferable.
5. Stationary and Pedestrian vendors cannot be on any public street, sidewalk, or right-of-way other than the designated area of Volunteer Blvd from Peyton Manning Pass to south of the Pedestrian Mall (see diagram on page 3). Stationary setups must not obstruct sidewalks, building entrances, fire hydrants, or ADA access to crosswalks. No more than 4 large equipment items such as: tables **no more than 6ft in length each**, grills, smokers, etc. will be permitted for setup.
6. Approved vendors will be provided with a Vendor Credential in their approval packet, which must be worn during the event. In addition, the vendor must have a copy of the approved Vendor Request Form and business license accessible during the event.
7. Alcohol and tobacco sales are prohibited.
8. Belongings must not be left unattended.
9. Posters or signs adhered to the vendor's table are allowable. Banners, signs, posters, etc. are not permitted if staked into the ground or attached to fixed features on UT Property such as: trees, buildings, bus stops, bollards, light fixtures, street signs, etc.
10. Enforcement. The following actions will be taken with violators:
  - a. Warning of noncompliance and instructions to purchase necessary licensing in the future and cease sales immediately and vacate the campus.
  - b. Citation if a license has not been approved and purchased. Each disregarded warning is a separate offense and will result in separate citations.
  - c. University administration reserves the right to ask a vendor to vacate the campus in instances of non-compliance.
11. Loading & Unloading of Supplies for Stationary Permit Holders:
  - a. Parking assignments are not provided or included with the issuance of a vendor permit. Parking is the responsibility of the permit recipient. Game day parking information can be found at <http://parking.utk.edu/special-events/>.

- b. Unloading of equipment/supplies for Stationary Permit Holders is allowable no less than 6 hours prior to the event start time. If the event start time is prior to 2pm, unloading must occur no later than 8am. Setup of equipment/supplies prior to 6:00am for each event is not permitted.
  - c. Breakdown and loading of equipment is not permitted until after the event is underway.
  - d. Vendors are responsible for the removal of all trash, food remnants, equipment, etc. Waste should not be left behind or placed in a UT trash or recycling receptacle. Grease or other food remnants should not be disposed of in storm drains. If this becomes an issue, all approved vendors for each remaining game of the season will be assessed a cleaning fee that will be due when credentials are issued, which is in addition to the \$25 vendor fee.
12. Vendors may be subject to inspection by the Knoxville Fire Department, UT Police Department, or Knox County Health Department.
13. The University of Tennessee reserves the right to cancel any previously approved vendor request based on non-compliance or violation(s) of provided guidelines, policies, or applicable laws. This is at the sole discretion of the University of Tennessee Administration.
14. The date and/or times for football events are subject to change.