



World's Fair Park Event Guide



World's Fair Park Events Office
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INTRODUCTION

The World's Fair Park is owned by the City of Knoxville and operated by the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee. The Park was the home of the 1982 World's Fair and is located between the University of Tennessee campus and downtown Knoxville. The Park has been re-developed and contains many features characteristic of the 1982 World's Fair, such as the Sunsphere, the Court of Flags, and the Tennessee Amphitheatre. The site is also home to the Knoxville Convention Center.

The Park consists of four major areas: The Festival Lawn, Lake Area, Amphitheatre and Performance Lawn. The Festival Lawn and Performance Lawn accommodate festivals and other outdoor performances and activities. The Amphitheatre has been restored to accommodate various types of special events and can hold up to 1,254 in attendance. All of the Park features and facilities combine to create an attractive destination for both residents and visitors.

This Event Guide is designed to assist you with most event-related issues. After you have had an opportunity to review the Guide, please do not hesitate to call or e-mail if you require any additional information. Thank you for your interest. We look forward to hosting your event.

In order to make your event operate efficiently, please make sure that you read and pay close attention to the contract contained herein.



OVERVIEW

Location

Directly accessible from I-40/75, near the University of Tennessee campus and downtown Knoxville.

Parking

Eleventh Street, Clinch Avenue and World's Fair Park Drive provide direct vehicular access to numerous parking areas. The Fort Kid Lot, WFP North Lot, Blackstock Lot, and Locust Street Garage provide parking for over 1300 vehicles and are handicap accessible.

Amphitheatre

The Amphitheatre is an outdoor venue that can accommodate up to 1,245 in attendance and features a large stage area for performance and other outdoor activities.

Performance Lawn (South Lawn)

The Performance Lawn is a multipurpose green space having the capacity to accommodate 6,000 to 7,000 people.

Festival Lawn (North Lawn)

The Festival Lawn is somewhat larger than a football field with a sod turf. The lawn will accommodate up to 4,000 people and is bordered on the north by the Court of Flags and to the south by the lake Cascade.

Amenities

The Security Building with restroom and security facilities is centrally located north of the Clinch Avenue Viaduct and to the east of the railroad tracks. A second set of restroom facilities are available south of the Clinch Avenue Viaduct and to the west of the railroad tracks.

Security

The Park is monitored by Park Patrol Officers 24 hours a day, 7 days a week. Security cameras monitor Park activities. Emergency phones are located throughout the Park. Visitors are expected to abide by the Rules and Regulations posted throughout the Park. See Attachment B.

Restaurants

There are many fast food and fine dining restaurants located within a five-mile radius of the Park.

Accommodations

Local hotel chains include: Hilton Knoxville, Holiday Inn Select, Marriott, Crowne Plaza, Four Points by Sheraton, The Oliver Hotel, and Hampton Inn & Suites.

Points of Interest

Numerous attractions are located within 50 miles of the Park: Dollywood, Gatlinburg/Pigeon Forge/Townsend, Great Smoky Mountains National Park, Norris Dam, SunSphere Observation Deck, Knoxville Zoological Park, Knoxville's Historic Old City, Regal 8 Cinema, Star of Knoxville Riverboat, Three Rivers Rambler, Women's Basketball Hall of Fame, Market Square, Tennessee Smokies AA Baseball, Bass Pro Shop, and numerous shopping malls.

Local Hospitals

Tennova Hospital, Children's Hospital, Fort Sanders Regional Medical Center, and University of Tennessee Medical Center are all within a short drive of the Park.

RESERVATION POLICIES & PROCEDURES

Check Availability

Your initial contact with the Park should be directed to the PBA W.F.P./V.L. Events Office at (865) 215-8161. The PBA W.F.P./V.L. Events Office will review your proposed event requirements including projected dates, space needs, and rate structures. Potential date and space availability in the Park's booking schedule will be discussed as appropriate. Please be sure to also request the dates you require for move-in and move-out.

Excluded Dates

Events on the lawns and at the Amphitheatre will not be scheduled on the following days:

- July 3rd, 4th and 5th (Festival on the Fourth)
- December 24th and 25th (Christmas Holiday)

Please note: Events requesting to be held on the same day as a University of Tennessee Football Home Game will be reviewed and approved prior to use.

Noise Policy

We do not book based on the levels of noise at each venue, but book solely based on the availability of each venue. Therefore, please note that when booking your event in the Park/at the Landing, other events with noise can and will be booked in any open/available venue on the same day as your event, regardless of its noise level. We will try to work with each event on their noise levels, but there are no guarantees that outside noise will be completely avoided during your event.

Calendar Reservation/First & Second Option Policy

Following the confirmation of available space, the PBA W.F.P./V.L. Events Office will reserve space for your event. All space reservations are designated as either a tentative/first option, second option or confirmed basis. Definitions:

First Option: Provides a prospective client with the first right of refusal on a specified space at their requested dates. Should another group wish to book the dates (as specified in the Second Option), the holder of the First Option will be given three business days from the date of the PBA W.F.P./V.L. Events Office's notification to finalize and execute a written Lease Agreement for the space and pay a non-refundable deposit.

Second Option: Provides for a second group to enter into a commitment to book specific space and dates in the Park should the space and/or dates being held under the First Option be cancelled.

How to Confirm

We require the submittal of the following two (2) items for confirmation of your event on our calendar. Those items are:

- 100% Security Damage Deposit
- Completed World's Fair Park Event Information Sheet

The W.F.P./V.L. Events Office will provide you with an Invoice showing the rental rate of the space(s) leased and the 100% deposit amount required for confirmation. The Information Sheet and Lease Agreement are available within this Event Guide or downloadable at www.worldsfairpark.org under the Events tab. You are to complete the Lease Agreement yourself. However, if you need assistance, please contact the Event Office.

RESERVATION POLICIES & PROCEDURES (cont'd)

Please send the required items to:

**World's Fair Park/Volunteer Landing Events
Office**

Attn: Sierra Gillis
963 World's Fair Park Drive
Knoxville, TN 37916

Confirmation Deadline

The W.F.P./V.L. Events Office prefers that you **confirm your event on our calendar at least 60-days in advance of the event date, and no later than 30-days in advance.**

Forms of Payment

We are only able to accept **checks or money orders** for payment (no cash or credit cards please). Please make payable to the Public Building Authority or the PBA.

If payment is sent less than 30-days prior to the event day, money orders or cashier's checks will be the only acceptable forms of payment. Checks will no longer be accepted less than 30-days before the Event.

RENTAL RATES

Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day.

Daily Venue Rental Rates

Rates are billed for each event day. **Please note that all rates are subject to change.**

Venue	Commercial Rate/Day	Non Profit Rate/Day*	Hourly Rate**
Festival Lawn	\$750 per day	\$550 per day*	\$100 per hour (not to exceed 4-hours)**
Performance Lawn	\$1500 per day	\$1125 per day*	No hourly rental
Amphitheatre	\$300 per day	\$200 per day*	No hourly rental

Daily Venue Move-in/Move-out Rental Rates

Rates are billed for the day(s) used prior to the event day for setup and/or for the day(s) used after the event day for teardown. **Please note that all rates are subject to change.**

Venue	Commercial Rate/Day	Non Profit Rate/Day*	Hourly Rate**
Festival Lawn	\$750 per day	\$550 per day*	No hourly rental
Performance Lawn	\$1500 per day	\$1125 per day*	No hourly rental
Amphitheatre	\$300 per day	\$200 per day*	No hourly rental

* Must be able to provide a copy of the organization's Non-Profit Charter to receive the Non Profit rate.

** Event setup & teardown must occur **within** the 3-hour/4-hour rental; any event exceeding 3-hours/4-hours will be billed at the daily rate.

RENTAL RATES (cont'd)

Equipment Rental Rates

Some items are subject to availability. **Please note that all rates are subject to change.**

Equipment	Rate/Day
Electrical Box (stationary power)	\$50 per box per day
Sub Panels (portable power)	\$25 per panel per day
Power at Amphitheater	\$25 per day
Mobile Stage – Commercial	\$1000 per day
Mobile Stage – Non Profit	\$500 per day
Trash Receptacles (regular & recycle)	No rental charge; \$50 per damaged or missing receptacle

PERSONNEL RATES & REQUIREMENTS

Personnel from each Department are **required** for your event. Persons and hours working are based on the size and time of the event, as well as on the number of items requiring power and the Park equipment requested for use at the event. **Please note that all rates are subject to change.**

Personnel Department	Personnel Rates
Security	\$35 per person per hour *
Maintenance	\$35 per person per hour *
Custodial	\$35 per person per hour *

*Rate changes each fiscal year – please consult the WFP/VL Events Office for current rate.

Minimum Personnel Requirements

Security Personnel: A minimum of one (1) Security Officer is **required** onsite 1-hour prior to the event, during the course of the event, and 1-hour following the event to handle general Park rules and regulations. Additional Security Staff and hours may be required based on the event details.

Maintenance Personnel: A minimum of one (1) Maintenance worker is required for first time events. For returning events the maintenance personnel will be determined by the PBA W.F.P Events Coordinator. Maintenance personnel will be onsite beginning at setup time, during the course of the event, and during the event teardown to handle power connections, power monitoring, power disconnections, and Park equipment. Additional Maintenance Staff and hours will be determined by the PBA W.F.P Events Coordinator based on the event details.

Custodial Personnel: A minimum of one (1) Custodian (contracted through PBA) is **required** * onsite 1-hour prior to the event, during the course of the event, and at least 1-hour following the event to handle the following:

- Full Service of restrooms at the Security Building
- Full Service of restrooms at the Viaduct (if open)
- Police trash and recycling bins throughout the Park

*Additional Custodial Contractor Staff and hours may be required based on the event details.

PERSONNEL RATES & REQUIREMENTS (cont'd)

Please note that it is at each Department supervisor's sole discretion on whether or not to schedule additional staff to be present at your event.

We will discuss these variables in an event planning meeting with you prior to the event and bill you an estimate of charges prior to the event for budget purposes. Following the event, at Final Settlement, the actual personnel hours for each Department will be collected and billed to you at either a credit or additional expense to the estimate provided prior to the event.

SECURITY DAMAGE DEPOSIT REQUIREMENTS

A Security Damage Deposit is required for each venue leased and is due 30-days prior to the event. It is a refundable deposit, pending there are no damages, balances due, and/or additional charges to accrue following the event.

Please note that this Deposit will be cashed upon receipt as we cannot "hold" a check.

Estimated Attendance Size	Security Damage Deposit Amount
300 or more people	\$1000 per venue leased
300 or less people	\$500 per venue leased

The Public Building Authority will provide you with an estimate of charges prior to the event for budget purposes. Following the event, if the PBA has to perform any additional clean up and/or there are damages done to the lawn or Amphitheatre, the cost of services and repairs will be deducted from the security/damage deposit. In the event the costs exceed the security/damage deposit, any amount in excess of the security/damage deposit must be paid to the Public Building Authority.

CANCELLATION POLICY

In the case of an event cancellation, the Public Building Authority will issue refunds for one of two reasons ONLY.

1. 30-Days Prior: The Public Building Authority will issue a full refund if event is cancelled 30-days prior to the actual event date. The event will not receive any refund if cancelled within 30-days.

2. Inclement Weather: In the case that the event is cancelled due to weather, the Public Building Authority will refund everything EXCEPT the rental fee. *Please note that it is the responsibility of the event to have a contingency plan in the case of inclement weather, you must review this plan with the PBA W.F.P Events Coordinator during your pre-planning meeting.*

INSURANCE REQUIREMENTS

The City of Knoxville requires a **minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate coverage** for use of City properties and/or facilities for events. The City of Knoxville and the Public Building Authority **must** be listed as additional insureds on the policy. Please see **Exhibit B and Exhibit C** of this Event Guide for more information on insurance requirements.

Please note that World's Fair Park does not issue insurance, nor does it possess a list of service providers for selection. You are welcome to work with whomever you prefer. However, all coverages should be placed with an insurance carrier with an A.M. Best Rating of A VII or better.

PLANNING MEETING REQUIREMENTS

You are **required** to schedule a planning meeting with the W.F.P./V.L. Events Coordinator no later than **60-days prior to the scheduled event**. You are welcome to schedule this meeting prior to confirming the event on the calendar. In this meeting, please be prepared to discuss the following event details in full:

- Event Overview (what are you doing in the Park)
- Event timeframe (setup, event, & teardown)
- Attendance Expectancy & Access (ticketed, private, free/open to the public)
- Inclement Weather Plan (should be prepared with a rain location for significant weather)
- Equipment Plan (outlines what will be setup onsite, who's providing each with delivery days & times & pick-up days & times: tents, tables, chairs, Inflatables, Climbing Walls, etc.)
- Food & Beverage Service Plans (cooking/grilling onsite, catered service, alcohol service, service trailers, etc.)
- Food & Beverage Service Providers
- Power & Water Plan (outlines **ALL** power & water needs for equipment onsite: cooking equipment, Inflatables, staging, lighting, sound, vendor needs, etc.)
- Custodial Plan
- Parking Plan
- Security Plan
- Site Layout
- Temporary Road Closure Needs
- Walk or Race Route Plans
- Any other information you can provide that's not included on this list, but is related to your event

We will use this information to obtain any additional pricing for the event and to determine a list of any required documents needed to hold the event at the Park.

Preferred Vendors: World's Fair Park does not have preferred vendors, so you are welcome to work with whomever you prefer. ***Please note that we do reserve the right to deny any vendor that has not complied with Park guidelines in the past.***

Inclement Weather Planning: PBA reserves the right to modify the event site layout in case of wet grounds caused by inclement weather or in the event either lawn is under repair. During the months of November through May, the grounds are most susceptible to damage. The Bermuda turf is a warm weather grass and is not fully established until mid to late May. ***Please note that you are required to have an established rain plan with a rain location in case of inclement weather as the PBA also has the right to request you move your event to the rain location. Specifically, Lessee agrees that inclement weather will not be a basis for a refund.***

EVENT CLOSEOUT PROCEDURES

Following the event, actual personnel hours are requested for billing the Final Settlement Invoice. It can take at least a week to obtain these hours from the Department Supervisors, so please allow at least that much time to receive the Invoice via email. After processing at the Finance Department, if a balance is due, the Security Damage Deposit will be credited to the balance and any remaining funds will be refunded to you. If after credit of the Security Damage Deposit you still have a balance due, you will be required to pay the Public Building Authority the difference. If a refund is due, it is returned in two ways:

- **Check Refunds:** Paper checks are cut once a month on the first Thursday of the month, pending the Final Settlement Invoice has been submitted to the Finance Department by Noon two Wednesdays prior to the check cut date and pending any scheduled vacations and unexpected sick leave. Checks should arrive in the mail soon after the cut date.

EVENT CLOSEOUT PROCEDURES (cont'd)

- **Electronic Funds Transfers (EFTs):** EFTs are transacted once a week on Thursdays, pending the Final Settlement Invoice has been submitted to the Finance Department by Noon two Wednesdays prior to the transaction date and pending any scheduled vacations and unexpected sick leave.

Policies, rental rates, equipment rental charges, personnel rates and the Security Damage Deposit amount noted herein are subject to change without notice.

Timeline for Submitting Information

Please adhere to the timeline as close as possible to ensure a successful turnaround for your event. Please note that the deadlines listed below are only for submittal to the World's Fair Park & Volunteer Landing Event Office – timeframes for obtaining the below items are different from when they are due to the WFP/VL Event Office.

Items to Submit	Deadlines (prior to event)	Due Date
Planning Meeting	60-days	
Signed Lease Agreement	30-days	
World's Fair Park Info Sheet	20-days	
100% Deposit of Rental Rate	30-days*	
Certificate of Insurance	30-days	
Security Damage Deposit	30-days	
Personnel Expenses	30-days	
Food & Beverage Plan	30-days	
Security Plan	30-days	
Signage Plan	30-days	
Site Layout	30-days	
Copies of Required Permits (see Permits Page)	30-days	
Power Plan/Water Needs	30-days	
Tent Quantities & Sizes	15-days	

Please note that we are only able to accept checks or money orders for payment (no cash or credit cards please). Please make payable to the Public Building Authority or the PBA.

****If payment is sent less than 30-days prior to the event day, money orders or cashier's checks will be the only acceptable form of payment. Checks will no longer be accepted less than 30-days prior to the Event.***

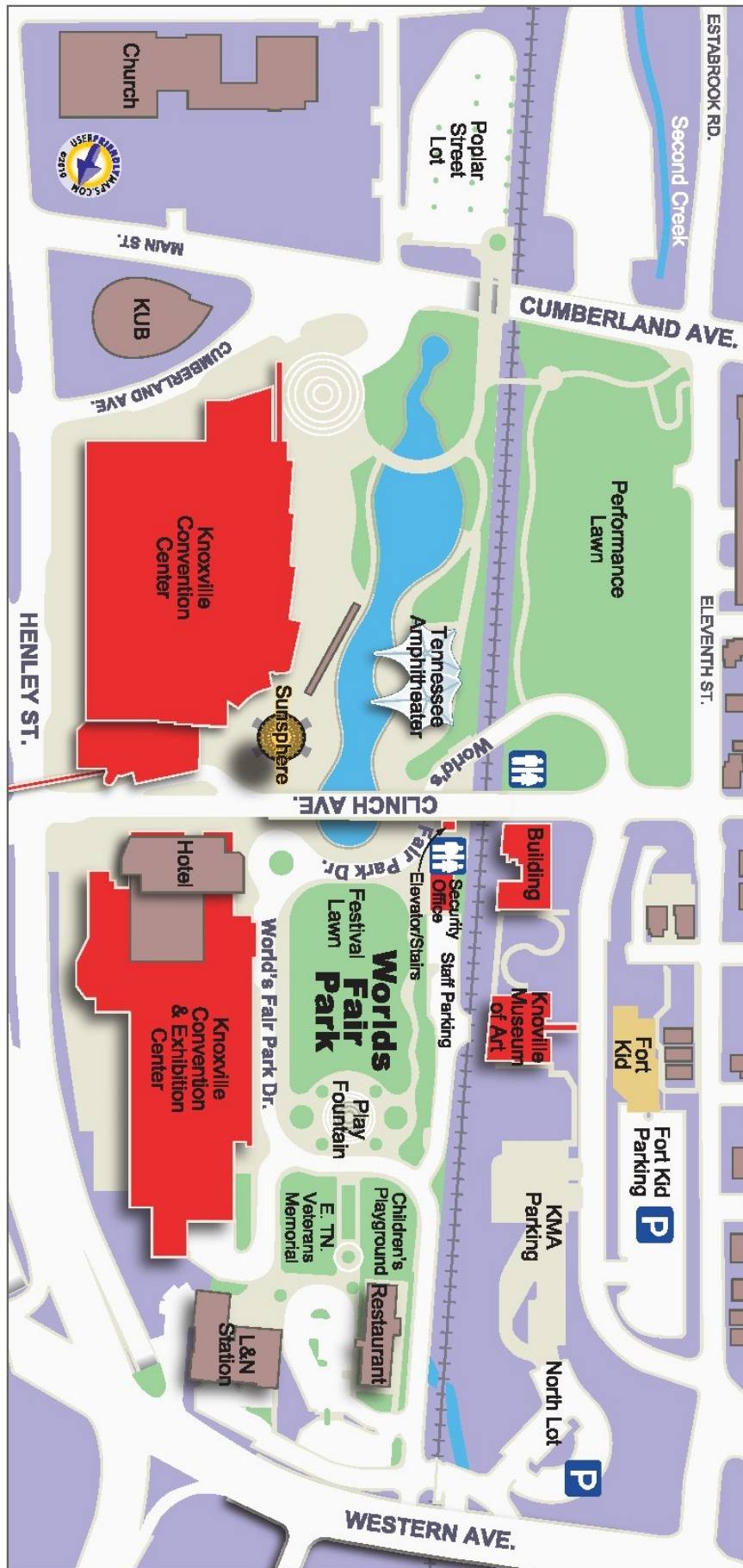
Submit information to:

Via the Mail (mailing address):

World's Fair Park/Volunteer Landing Events Office
Attn: Sierra Gillis
 963 World's Fair Park Drive
 Knoxville, Tennessee 3791

Via Electronic Delivery:

Email: sgillis@ktnpba.org
 Fax: (865) 215-8162



**FESTIVAL LAWN
SPECIFICATION SHEET
(North Lawn)**

(Does not include fountain area)

Size	60,000 square feet (200x300)
Capacity	4,000
Commercial Rate	\$750 per day Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day
Non-Profit Rate	\$550 per day Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day
Must provide copy of charter	
Move-in/Move-out rates	Full rental rate
Other special event rates	\$100/hour * (weddings, family reunions, company picnics, etc.) 4-hour maximum includes move-in and move-out (daily rate applies beyond 4 hours)
Power	Six 200 amp electrical boxes, 3-phase
Backstage Phone Lines	Promoter/Lessee responsibility
Cable TV Lines	Promoter/Lessee responsibility
Equipment	Refer to section 3.1 of Lease
Ticket Booths	Promoter/Lessee responsibility
Backstage Office Facilities	Promoter/Lessee responsibility
Restrooms - Security Building	Women's - 11 stalls including a handicapped stall Men's - 2 stalls including one accessible, 7 urinals
Restrooms - Under Clinch Avenue Bridge	Women's - 12 stalls including a handicapped stall Men's - 5 stalls including one accessible, 2 urinals
Portable Toilets	Provided by promoter/event sponsor/lessee
Fencing	Only the west side of the lawn is fenced
Entrances	Open
Security	Promoter/Lessee responsibility
Permits	Standard permits required by City of Knoxville - see attached permit information

*** Any event lasting over 4 hours, including move-in and move-out, is considered a full day.**

A map of the Festival Lawn, as well as a World's Fair Park Site Map, is available at our website, www.worldsfairpark.org, under the Maps tab.



**PERFORMANCE LAWN
SPECIFICATION SHEET
(South Lawn)**

Size	125,000 square feet (260 x 480)
Capacity	6,000
Commercial Rate	\$1,500 per day Any event lasting over three days will receive a 25% reduction on the per day cost beginning on
Non-Profit Rate	\$1,125 per day Any event lasting over three days will receive a 25% reduction on the per day cost beginning on
Must provide copy of charter	
Move-in/Move-out rates	Full rental
Other special event rates	N/A
Power	Seven 200-amp electrical boxes; three each 3-phase on east side, two each on south side, two each on west side, two 3-phase 100-amp circuits on west side
Backstage Phone Lines	Promoter/Lessee responsibility
Cable TV Lines	Promoter/Lessee responsibility
Equipment	Refer to section 3.1 of Lease
Ticket Booths	Promoter/Lessee responsibility
Backstage Access	Limited parking available
Backstage Office Facilities	Promoter/Lessee responsibility
Restrooms - Security Building	Women's - 11 stalls including a handicapped stall Men's - 2 stalls including one accessible, 7 urinals
Restrooms - Under Clinch Avenue Bridge	Women's - 12 stalls including a handicapped stall Men's - 5 stalls including one accessible, 2 urinals
Portable Toilets	Provided by promoter/event sponsor/lessee
Fencing	A 6-foot chain link fence encloses the lawn
Entrances	Vehicle traffic enters at the west gate off 11th Street (26-foot-wide double gate), pedestrians enter through one of two 10-foot-wide double gates located at the north and south ends of the lawn
Security	Promoter/Lessee responsibility
Permits	Standard permits required by City of Knoxville - see attached permit information

A map of the Performance Lawn, as well as a World's Fair Park Site Map, is available at our website, www.worldsfairpark.org, under the Maps tab.

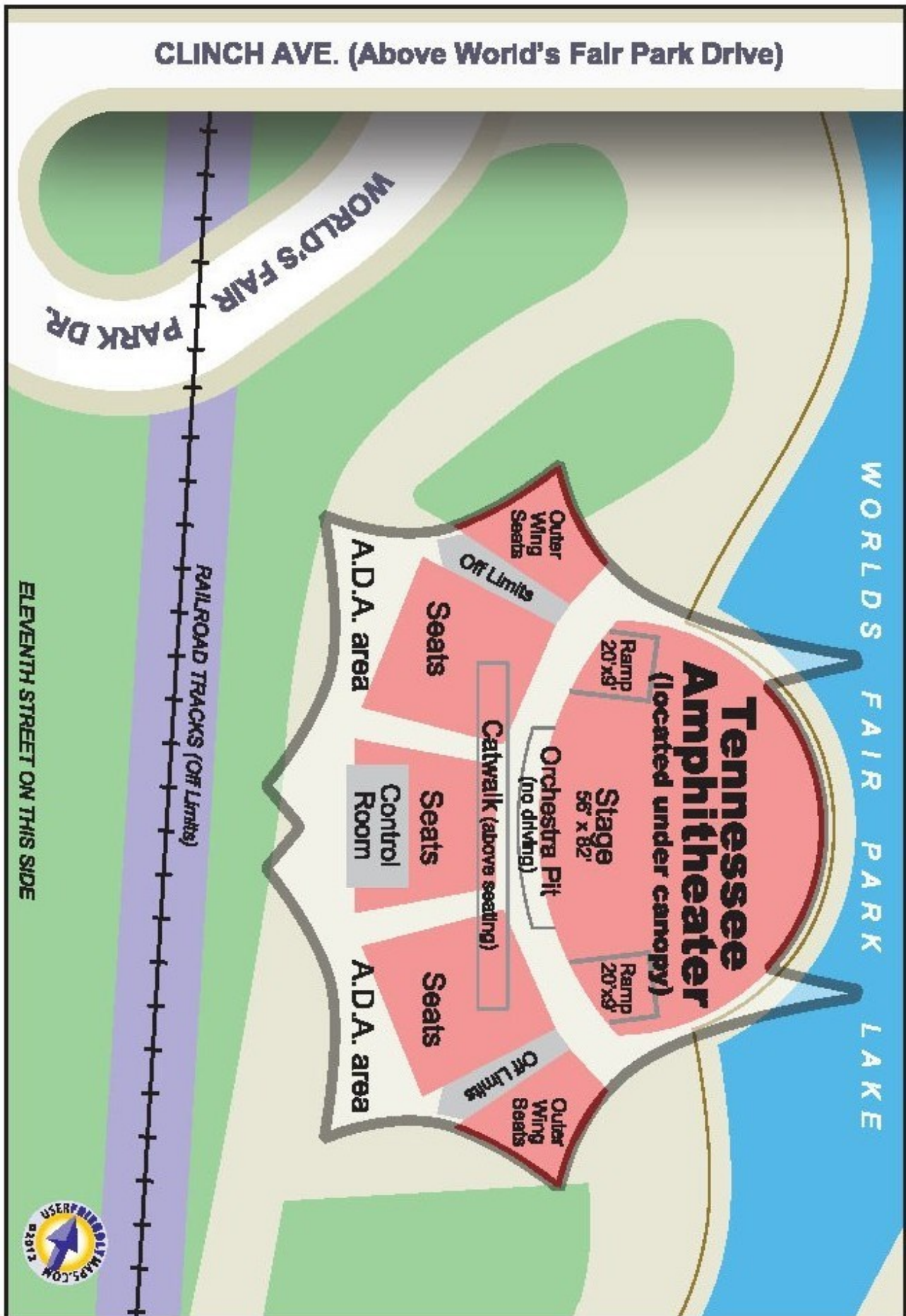


AMPHITHEATER SPECIFICATION SHEET (Covered Space)

Stage Size	"82 feet in length and "56 feet in width
Capacity	Seating for 1,254
Commercial Rate	\$300 per day* Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day
Non-Profit Rate Must provide copy of charter	\$200 per day Any event lasting over three days will receive a 25% reduction on the per day Cost beginning on the fourth day
Move-in/Move-out rates	Full rental rate
Power	200-amp disconnect with 100-amps of total powering thirteen 110-volt outlets at back side of Stage and on each ramp; all 3-phase; all power sourced at the Stage
Backstage Phone Lines	Promoter/Lessee responsibility
Cable TV Lines	Promoter/Lessee responsibility
Equipment	Refer to section 3.1 of Lease
Ticket Booths	Promoter/Lessee responsibility
Backstage Access	Adequate parking nearby
Backstage Office Facilities	Promoter/Lessee responsibility
Restrooms – Security Building	Women's - 11 stalls including a handicapped stall Men's - 2 stalls including one accessible, 7 urinals
Restrooms – Under Clinch Avenue Bridge	Women's - 12 stalls including a handicapped stall Men's - 5 stalls including one accessible, 2 urinals
Portable Toilets	Provided by promoter/event Sponsor/lessee
Entrances	Open
Security	Promoter/Lessee responsibility
Permits	Standard permits required by City of Knoxville – see attached permit information
Seat Cleaning	Promoter/Lessee responsibility to clean seats; Park Custodial available to clean seats at \$35 person per hour

*** Any event lasting 3 hours or more, including move-in and move-out, is considered a full day.**

A map of the Amphitheatre, as well as a World's Fair Park Site Map, is available at our website, www.worldsfairpark.org, under the Maps tab.



Parking Information

Free Parking at World's Fair Park and Volunteer Landing

PBA is not allowed to "reserve" parking in these lots for your event. However, you are more than welcome to direct your attendees to park in these lots and/or to post signs direct your attendees to these lots.

Parking Lot	Address	Number of Spaces
North Lot	1080 World's Fair Park Drive	100
Fort Kid Lot	1050 World's Fair Park Drive	76
Blackstock Lot A	770 World's Fair Park Drive	21
Blackstock Lot B	841 Grand Avenue	36
Blackstock Lot Main	640 Blackstock Ave	364
Locust Street Garage*	540 Locust Street	645
City County Building Garage**	400 West Main Street	850
Dwight Kessel Garage*	900 State Street	964

*Free parking *when entering* after 6pm during the weekdays and free all day on weekends.

** Available to the public after 5pm M-F and all weekend.

Please visit www.knoxparking.com for more locations for parking in the downtown area.



Worlds Fair Park - Parking Map

P Parking Lot
P Parking Garage
P Off-hour* Parking
..... Parking Meters
 Greenway
 Public Park

**FREE PARKING after 6 p.m. on weekdays & anytime on weekends (excluding some special events.)*



City/County Building Parking Garage Rental Request Form

World's Fair Park and Volunteer Landing Event Office *

Public Building Authority

963 World's Fair Park Drive, Knoxville, TN 37916 * Attn: Sierra Gillis

Phone: (865) 215-8160 * Fax: (865) 215-8162

Please complete the form below to request the use of the City/County Building Parking Garage for your event.
*Please Note: The Garage can only be rented on Friday **after** 5pm, all day Saturday, and all day Sunday until midnight.*

Please submit this form 30-days prior to your event.

Event Information:

Event Name: _____ Date(s): _____

Event Time(s): _____ Expected Attendance: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Garage Access Information:

*Please Note: the Garage can only be rented on Friday **after** 5pm, all day Saturday, and all day Sunday until midnight.*

Access Begins: _____ Access Ends: _____ Total Hours: _____

Please Note: Any vehicle, which presents a security concern, will be denied parking privileges. All **vehicles remaining in the garage after midnight on Sunday will be towed at the owner's expense.**

Security & Custodial Costs (prices subject to change):

Security Coverage

- \$544.00 for 4-hours minimum for garage rental (includes 4 officers and 1supervisor)
- \$136.00 for each additional hour over the 4-hourminimum

Custodial Coverage

- \$93.00 for 2-hours minimum for garage clean-up after the event (includes 1 custodian and 1 supervisor)
- Additional services above and beyond the minimum will be invoiced after the event

***** Upon receipt of your request, the World's Fair Park and Volunteer Landing Event Office will invoice you prior to the event for the total due for use of the Garage per the information provided above.**

All charges are to be paid prior to event.

For any additional services required or requested that were not previously scheduled, an invoice reflecting these charges will be submitted immediately following the event

Public Building Authority
World's Fair Park & Volunteer Landing
Facility Guidelines
963 World's Fair Park Drive
Knoxville, TN 37916
Phone: (865) 215-8161 Fax: (865)215-8162

Please print and distribute a copy of our Vendor Rules & Regulations Sheet to each of your event vendors for review and signing that they have read and understand our Facility Guidelines.

1. No stakes of any size or length will be used to anchor tents. All tents must be freestanding and anchored with weights.
2. Absolutely no paint is to be sprayed on the lawn or concrete areas inside or outside of World's Fair Park or Volunteer Landing unless prior written approval is granted by the PBA WFP/VL Events Coordinator (inside WFP/VL) and the City Office of Special Events (outside WFP/VL). Certain non-permanent marking paints are permitted pending approval.
3. Adjacent parking lots cannot be used as an event site.
4. Approved banners/signage may be displayed during set up and remain for the duration of the event. All signage must be removed upon the conclusion of the event. Signage displayed outside of the park grounds requires a City of Knoxville Banner Permit Request.
5. No vehicles are permitted off the roadway without prior written approval and escort by a PBA representative. This includes any and all sidewalks, either lawn or any turf located within the Park boundaries. The Event Organizer must notify the PBA W.F.P. Events Coordinator at 659-7750 or 215-8161 prior to the arrival of the set-up team and will be required to be on-site to super- vise the approved site layout.
6. No landscaping alterations will be allowed. The attachment of any rope, wire, etc. to trees, shrubs or furniture is strictly prohibited.
7. All music must cease no later than 10:00 pm. **The lessee will also be responsible for notifying businesses and residents in the requested permit area.** For more information please contact the City of Knoxville Special Events office at (865) 215-4248. Please remember that this is a public Park with visiting families and residential neighbors. All users of the Park need to be considerate of their language/behavior with regard to this type of environment.
8. Promoter/Lessee must provide reimbursement for PBA custodial contractor for one or both of the public restroom facilities located on the site depending on the attendance at their event.
9. The onsite public restroom facilities include a total of 23 women's stalls, 7 men's stalls, and 9 men's urinals. Portable toilets will be required for events where expected attendance is greater than 1,500. A portable restroom plan, to include quantity and placement, must be submitted to the PBA W.F.P. Events Coordinator per the instructions found on page 10. Please note: WFP Custodial will not service any portables used during events.
10. The contracted Custodial Service Provider is required for any event, without regard to type or size, to police the Park grounds for clean-up and disposal. Having volunteers onsite will not change the estimate for the Custodial Service Provider.
11. All visitors to the Park must abide by the Park Rules and Regulations.
12. Any event where alcohol is present must be held in a controlled or fenced area. Alcohol Security is also required to maintain the controlled or fenced area. The Promoter/Lessee will be responsible for providing any required fencing and contracting Alcohol Security. All alcohol-related permits and permit compliance is the responsibility of the Lessee (see page 16).
13. The event Promoter/Lessee must provide any equipment required for their event.
14. The Public Building Authority does not guarantee the condition of the lawn and reserves the right to modify the event site layout in case of wet grounds or in the event either lawn is under repair.

15. The Promoter/Lessee is responsible for providing a contact number or web site link advertising their event, ticket prices, rules, etc. to the PBA W.F.P. Events Coordinator at least one week prior to the scheduled event.
16. Concessions are the responsibility of the Promoter/Lessee. The Public Building Authority maintains the right to manage all city-owned parking spaces in the vicinity of the Park and to set appropriate parking rates and retain revenue thereof.
17. Food vendors are required to place protective absorbent matting/material on the ground underneath their cooking equipment to prevent spillage on the lawn or the sidewalk/concrete areas. The lessee will be held responsible for any damage that occurs to the property caused by their vendors. Matting will be provided by W.F.P/V.L Event Office upon request.
18. Monitoring of inflatable games/rides is the responsibility of the lessee. Equipment supervisors should be properly trained and easily identified. Following the event, Inflatables must be moved to a hard surface if remaining onsite overnight. **Inflatables are not allowed on the Lawn overnight – no exceptions.**
19. All power needs for the event are to be submitted prior to the event via a Vendor Power & Water Request Form. A site layout is also required showing the placement of vendors, equipment, etc. onsite. PBA staff will begin disconnecting any utility service provided to the lessee immediately after the end of each event and not later than 1 hour after the event concludes.
20. Any extraordinary (e.g., overtime or additional personnel) to support the event, will be charged to the event in addition to the rent and/or other charges.
21. A Plan of Intent must be submitted to gain access to the catwalk or to mount any equipment to the World's Fair Park Amphitheater during events or at any other time. Also, weight restrictions apply to banners or signs hanging from inside the Amphitheater – please consult with the PBA WFP Event Coordinator.
22. For mobility around the Park/on the Lawns, golf carts with turf tires only are allowed. Any vehicle without turf tires are prohibited as they cause damage to the Lawns. In the event of heavy rain, all vehicles are required to remain on the hard surfaces and must not drive on the Lawns. Speed limits of the Park must be abided by all drivers onsite, including golf carts or any other mobility. Drivers of any vehicle must be 18 years of age or older and possess a proper driver's license.
23. Forklifts are restricted to the reinforced grass area the Performance Lawn (South Lawn) and prior review and approval from the WFP/VL Event Coordinator and Maintenance Supervisor is required. All requests to use forklifts must be in writing, outlining the type of forklift that will be onsite including the wheel-type, a delivery date, type of vehicle delivering the equipment, expected storage location if prior to date of use (if at WFP, approval required prior to storage), and pick-up date if after date of use. Approvals are strictly based on the condition of the Lawns prior to the time of expected use. All requests for forklifts must be submitted 15-days prior to the event for approval.
24. **World's Fair Park Information:**
PARK HOURS: 6:00 a.m. until midnight
FOUNTAIN HOURS: 10:00a.m. until 9:00p.m. unless otherwise posted
PLEASE OBSERVE THE FOLLOWING RULES:
 - **No skateboarding**
 - **Keep pets on leashes and clean up after your pet**
 - **No littering**
 - **No pets allowed in the fountain**
 - **Vending, solicitation or use of alcoholic beverages without proper permits is prohibited**
 - **No swimming or wading in the pond areas**
 - **Possession of firearms or other weapons is prohibited**
 - **The use of charcoal grills is prohibited**
 - **Glass containers are prohibited in the fountain area only**
 - **Cleats/spikes are not allowed on the lawn**
 - **All events must be scheduled through the Public Building Authority at (865) 215-8161**
 - **All visitors are subject to video monitoring while on these premises.**
 - **Please contact Park Patrol at 215-2246 if you are in need of assistance**

Public Building Authority
World's Fair Park & Volunteer Landing
Permit Information and Service Requirements
963 World's Fair Park Drive
Knoxville, TN 37916
Phone: (865) 215-8161 Fax: (865) 215-8162

Below is a list of permits that may be required depending on the nature of your event. Please submit all applications to the contacts listed at the top of each form, as well as provide a copy of each document to the World's Fair Park/Volunteer Landing Event Office at the contact information above.

Many of the permits and/or forms you need to complete have either been included in this Event Guide or a link to the document online has been provided.

General

World's Fair Park & Volunteer Landing Event Information Sheet

For any event happening at World's Fair Park or Volunteer Landing, an Event Information Sheet must be completed and submitted to the World's Fair Park/Volunteer Landing Events Office, along with your 50% Deposit of the rental rate and a complete Lease Agreement.

Equipment Permits & Services

Tenting Permits

All tents need to be permitted. At this time, there is no blanket permit for a special event. Therefore, individual tents must be permitted. Please submit the number of tents you will setup and the sizes of each to the W.F.P./V.L. Event Office to obtain the permit.

Contact the City Fire Marshall's Office at 865-215-2283 or 865-215-2842 to schedule an Inspection of the tents you will setup. Applicable rules and guidelines will be determined on an individual basis.

Vendor Power & Water Request Form

This form should be completed prior to your event by your organization and any food and/or non-food (exhibitors/sponsors) vendors that will be onsite to vend at your event. A **site layout** is required showing the placement of vendors, equipment, etc. onsite with a corresponding list that outlines each vendors' and items' power and water needs. See attachment D for a layout of Park.

Vendor Rules & Regulations Agreement

Each vendor setting up at World's Fair Park/Volunteer Landing must read and sign this agreement prior to vending onsite.

Site Layout

A site layout is required showing the placement of vendors, equipment, etc. on site with a corresponding list that outlines each vendors' and items' power and water needs. See the site maps in this Event Guide or visit www.worldsfairpark.org to download a specific venue layout.

Animal Exhibitions

No person shall show or exhibit any animal in any of the streets of the city or at any location within the limits of the city unless an exhibition permit has been obtained from the Animal Control Board. Any approved show, event or exhibition must have a veterinarian immediately available during performances which are open to the public. The fee for an exhibition permit shall be twenty- five dollars (\$25.00). To obtain an Exhibition Permit contact Karen Pappas at (865) 215-8640.

Banner Request Form

If you desire to mount street or pole banners in the City of Knoxville to promote your event, you must complete and submit a Banner Request Form. Banner space must be reserved through the City of Knoxville Office of Special Event and has a cost associated. Please contact the City of Knoxville Special Events office at (865) 215-4248 for banner mounting information. Download the Banner Request Form at http://www.cityofknoxville.org/downloads/form_banner.pdf. Or, visit www.cityofknoxville.org and click the “City Departments” link to the left of the page and select “Special Events” from the list. The Permit is located on the right of this page.

Noise Permits

This Permit is required for any event/function with amplified noise between 7:00 am and 10:00 pm. Permits are only valid on a Friday, Saturday or nationally recognized holiday, and shall be effective only between the hours of 7:00 am and 10:00 pm. Special noise permits shall be limited to a single day, and no more than two permits shall be issued to any premises in any twelve- month period. Please contact the City of Knoxville Special Events office at (865) 215-4248 for noise permit information. Download the Noise Permit at http://www.cityofknoxville.org/downloads/form_noisepermit.pdf. Or, visit www.cityofknoxville.org and click the “City Departments” link to the left of the page and select “Special Events” from the list. The Permit is located on the right of this page.

Knoxville Fire Department – EMS Division

The City of Knoxville Fire Department – EMS Division is required to be present onsite during any event held on City property (i.e. World’s Fair Park and Volunteer Landing) that will have the service of alcohol; that is a race/run/walk; or is an event with large crowds.

Please contact Mark Wilbanks 2-weeks prior to the event date via email at mwilbanks@knoxvilletn.gov, via office at 865-595-4676, or via mobile at 865-964-4368.

Fork Lift Use Request Form

Forklifts are restricted to the reinforced grass area at the Performance Lawn (South Lawn) and prior review and approval from the W.F.P./V.L. Event Coordinator and Maintenance Supervisor is required. All requests to use forklifts must be in writing. Please note that approvals are strictly based on the condition of the Lawns prior to the time of expected use. Please complete the Forklift Use Request Form and submit it to the World’s Fair Park & Volunteer Landing Event Office by no later than 30 -days prior to the event for approval. You can find this document in this Event Guide on page 33-34.

Food & Beverage Permits & Services

Street Vendor Permits

Street Vendors must be approved by the World’s Fair Park Administrative Office on an event-by-event basis. Vendors must have a valid Business License from the City of Knoxville and Knox County. If they do not have a regular business license, they must purchase a transient vendor’s permit from the City of Knoxville and Knox County. The City business license office phone number is (865) 215-2083; the County’s is (865) 215-2392.

Contact the City Inspections Bureau at (865) 215-2999 for zoning regulations relating to street vending. Vending can only occur in specific zones; it is the vendor’s responsibility to determine the zoning for area involved.

Mobile Food Vendors (Food Trucks)

The City of Knoxville requires that Mobile Food Vendors (Food Trucks) be registered with the City of Knoxville’s Pilot Food Vendor Program before being allowed to vend at World’s Fair Park and/or Volunteer Landing. The City has a list of registered vendors that are currently in the program to make selections for vending. Please see the website below to view the list.

If you are working with a vendor that is not on this list, you can still work with that vendor. Please just have the vendor contact the City of Knoxville first to take the steps to be added to the Mobile Food Vendor Pilot Program. The vendor should be registered in the Program prior to the event.

To view a list of registered vendors and/or to obtain information about joining the program, visit the City of Knoxville's website at www.cityofknoxville.org. At the left of the page, click the "City Departments" link and select "Office of Business Support" from the list. At the right of the page, click the "Mobile Food Vendor Program FAQs" link for information and a list of registered vendors.

Fire Inspections and Codes (*tents, canopies, cooking setups, etc.*)

Applicable rules and guidelines will be determined on an individual basis for tent and canopy setups. If any food will be prepared onsite (cooked, grilled, fried, etc.), then you will be required to schedule a Fire Marshal's Inspection of the cooking area(s) – please do so by calling the Fire Marshall's office 865-215-2283 or 865-215-2842. Any food prepared prior to it being brought onsite does not have an inspection requirement.

Health Inspections

If any food will be prepared onsite (cooked, grilled, fried, etc.) at a multiple-day event, you are additionally required to schedule a Health Inspection of the cooking area(s) – please do so by calling the Health Department at 865-215-5200. Single-day events do not require a Health Inspection. See Attachment C.

Protective Absorbent Matting

If any food will be prepared onsite (cooked, grilled, fried, etc.), a protective absorbent mat will be required for placement under each cooking setup to help protect the ground beneath it. World's Fair Park has this material available upon request.

Alcoholic Beverages

The proper authority MUST permit alcohol sales. There are two types of permits: beer or wine/liquor. The type of event you are and the type of beverage you will sell determines the permit you must obtain. For a **beer permit**, contact the City of Knoxville Revenue Office, Business Tax Section at (865) 215-2083. For a **wine/liquor permit**, contact the State of Tennessee Alcoholic Beverage Commission (ABC) at (865) 594-6342. Event sponsors should contact these departments at the earliest opportunity to begin the permit application process and allow two (2) months for the permitting process.

Private, invite only events (weddings, parties, etc.) wishing to serve wine/liquor onsite will not be able to obtain a permit for service per the ABC's application qualifications and therefore MUST work with either a caterer that can carry the event under their offsite catering license or work with a bartender service to pour the alcohol for the event. The caterer MUST carry an offsite catering license to cover the event, so please be sure the caterer has this before arranging alcohol service with them as we require a copy of their license for our file prior to your event – no exceptions. If working with a bartender service, please see the Alcohol Service Agreement for the requirements on this form of service.

Private, invite only events (weddings, parties, etc.) wishing to serve beer onsite have the option to either obtain the beer permit thru the City Beer Board, work with a caterer to cover the event, or work with a bartender to pour the alcohol for the event.

Alcohol Security

If your event/function involves the consumption of beer and/or alcohol, the promoter/lessee/sponsor must pay for Police protection/patrol. Please complete and submit the Alcohol & Security Plan Checklist for event security arrangements. For questions concerning alcohol sales and temporary permits please call the Knoxville Police Department's Inspection Unit at 865-215-7530.

Road Closure Permits & Services

Temporary Road Closure Permits

If you deem it necessary to close World's Fair Park Drive between Clinch Avenue and Grand Avenue (through the Park) or any other roads around the Park for your event, please complete a Temporary Traffic Control Request Form and submit it to the City of Knoxville Traffic Engineering Office. One month's notice is required. Download the Temporary Traffic Control Form at <http://www.cityofknoxville.org/engineering/civil/permits/ttccpermit.pdf>. Or, visit www.cityofknoxville.org and click the "City

Departments” link to the left of the page, select “Engineering” from the list, and click the “Go direct to download page for permits and policies.” The Permit is located in the center of this page.

Parking Meter Bagging/Special Event Parking

This Traffic Engineering permit is used to block off or reserve a parking spot for construction, moving, special events, etc.

Road Race Form

Should be used for any walk, run or bike ride. A Road Race Form along with a written detailed route of the road race, run or walk must be submitted to and approved by the Office of Special Events for all road races, runs or walks utilizing city streets or sidewalks. The application and proposed route shall be submitted no less than 45 days prior to the event. The route of the road race, run or walk must be approved by the Chief of Police. Event insurance is required in accordance with the guidelines set forth above, and the event coordinator will be responsible for meeting any applicable insurance requirements.

Parade Request Form

If your event falls into any of the following categories (parade, demonstration, run, walkathon, etc.), please complete and submit the Parade Request Form. Download the Parade Request Form at http://www.cityofknoxville.org/downloads/form_parade.pdf. Or, visit www.cityofknoxville.org and click the “City Departments” link to the left of the page and select “Special Events” from the list. The Permit is located on the right of this page.

Many of the permits and/or forms you need to complete have either been included in this Event Guide or a link to the document online has been provided.

World's Fair Park/Volunteer Landing Event Information Sheet

Phone: (865) 215-8161 Fax: (865) 215-8162

Email: sgillis@ktnpba.org

World's Fair Park Event Office | 963 World's Fair Park Drive | Knoxville, TN 37916 Attn: Sierra Gillis

The World's Fair Park Event office will send a copy of this form to the Special Event Office in order for your event to be placed on the City of Knoxville's Special Event Calendar. **It must be submitted to the World's Fair Park Event Office 30-days prior to the event to be placed on the City Calendar.**

Event Contact(s)

Contact: _____

Phone: _____ Cell: _____

Address: _____

Email: _____ Fax: _____

Website: _____

Event Information

Event: _____

Event Date: _____ Estimated Attendance: _____

Setup (Date/Time): _____ Teardown (Date/Time): _____

Event Location: _____ Time of Event: _____

Event Description

This event is a PUBLIC / PRIVATE event (circle one)

*** Private events will be marked on our calendar as private

Insurance Requirements

Insurance is required for any event on City of Knoxville property. Please list the name, date, and location of your event on the Certificate of Insurance, listing the City of Knoxville and the Public Building Authority as the additional insured for two million dollars. See 36-38 of Event Guide.

City Services

Arrangements for the following City Services can be made at the **Special Events Meetings** that are held on the fourth Thursday of every month at 9:00 am at the Ballroom of the Civic Coliseum (excluding Nov. & Dec.):

- Ambulance/EMS
- Fire Prevention Bureau (fireworks, tent inspections)
- Knoxville Police Department (parades, traffic issues, etc.)
- Traffic Engineering (barriers/meter bagging)

Please attend the meetings so that you can meet with the various representatives of different City Services to assist with your event.

****All service requests must be received two weeks before the event date. If event needs are not submitted by the two-week time line the City will NOT be able to assist your event.**

By signing below, I hereby acknowledge that I have received the 2017-2018 World's Fair Park Events Guide from the PBA W.F.P Events Coordinator.

Lessee's Signature: _____ **Date:** _____

Alcohol and Security Plan Checklist

World's Fair Park and Volunteer Landing

Public Building Authority * World's Fair Park and Volunteer Landing Event Office
963 World's Fair Park Drive * Knoxville, TN 37916 * **Attn: Sierra Gillis**
Office: 865-215-8161 * Fax: 865-215-8162

Events selling or serving alcohol on City property are required to be permitted with a Beer Permit and/or a Wine/Liquor Permit, as well as have Security onsite to maintain the alcohol sale/service. Please complete this form to outline your event security plan and submit it to the Knoxville Police Department and World's Fair Park/Volunteer Landing Event Office for review **15-days prior to the event.**

Event Name: _____

Business/Organization Sponsoring Event: _____

Address of Business/Organization: _____

City: _____ State: _____ Zip: _____

Event Date: _____ Event Time: _____

Event Location: _____

Onsite Contact Name/Phone/Fax/Cell/Email: _____

Expected Attendance: _____

Expected Service Hours (***please note that alcohol service will end 30-minutes prior to the event's finish time***): _____

The locations in which the alcohol will be served onsite (please provide a map to the World's Fair Park/Volunteer Landing Event Office showing these locations – fax to 865-251-6862):

How do you plan to ID guests consuming alcohol (ID check stations, wristbands, etc.)? _____

What's your plan for containing the alcohol zones? _____

Have you hired security? If yes, who have you hired (please provide the business name, address, & phone number) and how many people will be onsite to handle the security? **

Have you hired medical? _____

Please email your Plan to the following email addresses 15-days prior to the event:

Lt. Doug Stiles, Knoxville Police Dept. DStiles@cityknoxville.org

Sgt. David Powell, Knoxville Police Dept. dpowell@cityofknoxville.org

Officer Donny Huskey, Beer Inspector's Office dhuskey@cityofknoxville.org

Sierra Gillis, WFP/VL Event Office sgillis@ktnpba.org

** If the event has not hired Security, please contact Lt. Stiles of the Knoxville Police Department at 865-740-4164. Please contact Lt. Stiles **two (2) weeks prior to your event** for better success. The event will be responsible for any and all costs associated with KPD Security. ***Please Note: World's Fair Park/Volunteer Landing Security cannot handle Alcohol Security on behalf of the event as their duty onsite is to patrol not only your event, but also the entire Park/Landing while your event is onsite. Please call the World's Fair Park & Volunteer Landing Event Office for more information.***

For questions for the Beer Inspector's Office, please call 865-215-7530. For any additional questions, please contact Sierra Gillis in the World's Fair Park/Volunteer Landing Event Office at 865-215-8161.

Alcohol Service Agreement for Private, Invite Only Events World’s Fair Park & Volunteer Landing

Public Building Authority * World’s Fair Park and Volunteer Landing Event Office
963 World’s Fair Park Drive, Knoxville, TN 37916 * **Attn: Sierra Gillis**
Office: 865-215-8161 * Fax: 865-215-8162

Private, invite only events (i.e. weddings, reunions, private parties, etc.) are not able/required to obtain a Wine/Liquor Permit from the Alcoholic Beverage Commission (the ABC) for wine/liquor service at an event because those events don’t meet the ABC’s requirements to obtain the permit. However, because World’s Fair Park and Volunteer Landing are public areas with posted signage stating that “...use of alcoholic beverages without proper permit is prohibited,” World’s Fair Park/Volunteer Landing require that a permit be submitted prior to any alcohol service onsite, regardless of the type of event.

To meet this requirement, World’s Fair Park/Volunteer Landing asks that the planners of private, invite only events work with a caterer holding an offsite catering license to provide the permit coverage. In the event the private, invite only event does not work with a licensed caterer for permit coverage, the Alcoholic Beverage Commission has allowed World’s Fair Park/Volunteer Landing to accept the ABC Server Permit Card as the means of the Park/Landing’s permit coverage requirement. In addition to this acceptance, World’s Fair Park/Volunteer Landing must also receive a copy of the service provider’s insurance coverage as well as a signed agreement listing the rules of service onsite.

The purpose of this document is to provide the event planner and the service provider those rules of service for reviewing and signing in agreement prior to service onsite:

- Anyone serving alcohol at World’s Fair Park/Volunteer Landing **must hold** a valid ABC Service Permit Card and **submit copies** of the cards and insurance coverage to the World’s Fair Park/Volunteer Landing Event Office – fax 865-215- 8162.
- The sale of alcohol is restricted and must be given free of charge to the guests in attendance. Ticketed events count as the sale of alcohol and are therefore restricted.
- Alcohol service should be to those 21-years of age or older.
- Service is restricted to the area of the event only and should not leave the area, nor be taken to a vehicle.
- World’s Fair Park/Volunteer Landing Event Office has the right to restrict the hours of service and the number of drinks per person. This will be discussed with the planner prior to the event.
- This document is in addition to the requirements of the Alcohol & Security Plan Checklist (completed by the event planner).

I have read the above Alcohol Service Agreement and agree to abide by them while onsite at World’s Fair Park &/or Volunteer Landing.

Print Vendor Name	Phone/Cell
Signature	Date
Event Name	Event Date(s)
	Location

*Please fax this document to the World’s Fair Park & Volunteer Landing Event Office at **865-215-8162**. Any event not submitting this document prior to the event **will not be allowed to serve alcohol onsite**.*

Office Use Only:

____ ABC Server Cards Received ____ Proof of Insurance Received

Vendor Power & Water Requirements World's Fair Park/Volunteer Landing

Please have **each** vendor vending at your event complete this form **prior** to your event and submit it to the World's Fair Park and Volunteer Landing Events Office via fax at 865-215-8162 or via email at sgillis@ktnpba.org

In conjunction with this document, please also read the Vendor Rules & Regulations Agreement & the World's Fair Park Facility Guidelines.

Event Information:

Event Name: _____ Date(s): _____
 Event Location: _____ Event Contact: _____

Vendor Information:

Business Name: _____
 Business Address: _____ City: _____ State: _____ Zip: _____
 Business Phone: _____ Business Fax: _____ Email: _____
 Onsite Contact: _____ Cell: _____
Type of Vendor (food, retail, beverage, info booth, etc.): _____

What will you be selling/serving/distributing at the event? _____

Setup Location Onsite (if unknown, leave blank): _____

Power Needs: Please list **EACH** item to be powered, the power amount needed, and the amperage & phase – add an additional page, if needed.

Item(s) to be powered <i>please list only one item at a time</i>	Power Amount Needed <i>standard 110-outlet or a larger 220-outlet</i>	Amperage & Phase <i>phase 1 or phase 3</i>

**** Please Note:** vendors are responsible for providing their own electrical whips and/or extension cords. Also, PBA staff will begin disconnecting any utility service provided to the lessee immediately after the end of each event and not later than 1 hour after the event concludes.

Water Access: Yes _____ No _____ **** Please Note:** vendors are responsible for providing their own 12-gage sanitary water hoses as PBA does not have them.

Additional Needs: _____

In conjunction with this document, please also read the Vendor Rules & Regulations Agreement & the World's Fair Park Facility Guidelines.

Vendor List of Rules & Regulations World's Fair Park/Volunteer Landing

Planners, please provide a copy of these rules & regulations to your vendors that will be onsite during your event and have them sign & return to the World's Fair Park & Volunteer Landing Event Office via fax at 865-215-8162. Planners should also sign & return a copy to the WFP/VL Event Office.

Please be mindful of the following while onsite at World's Fair Park & Volunteer Landing:

- The lessee is **required** to provide to the WFP/VL Event Coordinator a site layout of all vendors especially vendors that are **grilling** prior to any set-up.
- Food vendors are required to place protective lawn matting on the sidewalk/lawn below cooking equipment to protect the surface below (lessee will be held responsible for any damage).
- Attachments to trees or landscaping are prohibited.
- **Vehicles will not be allowed on the lawns/sidewalks without permission from the PBA WFP/VL Events Coordinator at (865) 215-8161 or (865) 254-9157.**
- **Vehicles are no longer allowed to park in one (1) lane of World's Fair Park Drive (except for loading & unloading) or in the circle portion of WFP Drive near the Sunsphere as the Drive must maintain a one & a half lane fire lane clearance and the circle is now considered a fire lane.** Violators found parking in these areas during events risk being ticketed and/or towed by WFP Security.
- **Vendors are required to bring their own extension cords or electrical whips as well as any water hoses that they would need.**
- **Vendors should come prepared with equipment (dollies, carts, etc.) to assist with unloading and loading of equipment.**
- **Tents, inflatable games, etc. must be weighted; stakes in the lawn areas are strictly prohibited. Inflatables expected to remain onsite overnight must be removed from the grass to a hard surface so that the ground does not suffer damages.**
- Vendors who are cooking on site must provide a working fire extinguisher.
- No open flames are permitted underneath any tent or canopy.
- Secure all LP/CO2 tanks.
- **Do not pour hot liquids, ice, or grease on the lawns. Please dispose of grease, chlorinated water, and other type liquids properly. It is against City Ordinance to pour anything down the storm drains.**
- Coolers and supplies, including cases of sodas or food, should not be stacked directly on the grass. These items should be placed on a pallet or similar device.
- **Do not erect tents or place any equipment in the roadway that would prohibit passage of an emergency vehicle.**
- Absolutely no paint is to be sprayed on the lawn or concrete areas unless prior written approval is granted by PBA (certain non-permanent marking paints are permitted pending approval).

I have read the above Rules & Regulations and agree to abide by them while onsite at World's Fair Park &/or Volunteer Landing.

Print Vendor Name	Phone/Cell
Signature	Date
Event Name	Event Date(s)
	Location

Please fax a copy of your signature to the World's Fair Park & Volunteer Landing Event Office at 865-215-8162 and to your event planner at _____.

Forklift Use Request Form

World's Fair Park & Volunteer Landing

Public Building Authority • World's Fair Park & Volunteer Landing Event Office
Email: sgillis@ktnpba.org • Phone: (865) 215-8161 • Fax: (865) 215-8162
Mailing: 963 World's Fair Park Drive, Knoxville, TN 37916 • Attn: Sierra Gillis

Forklifts are restricted to the reinforced grass area at the Performance Lawn (South Lawn) and prior review and approval from the WFP/VL Event Coordinator and Maintenance Supervisor is required. All requests to use forklifts must be in writing. **Please note that approvals are strictly based on the condition of the Lawns prior to the time of expected use.**

Any damages to the Lawn per forklift use are billable and is the responsibility of the event.

Please complete the information below and submit it to the World's Fair Park & Volunteer Landing Event Office by no later than **30-days prior to the event** for approval.

Event Information

Event Name _____
Business/Organization sponsoring event _____
Address of Business/Organization _____
City _____ State _____ Zip _____
Event Date(s) _____ Event Time(s) _____
Event Location(s) _____
Onsite Contact Name/Email _____
Onsite Contact Cell/Business Phone/Fax _____

Forklift Information

Purpose of forklift use: _____

Type of forklift used: _____

Forklift wheel-type: _____

Operator License Number/Certificate: _____

Delivery, Storage, and Pick-up Information

Forklift delivery date/time: _____

Company name and type of vehicle delivering the equipment: _____

Delivering Company Phone Number: _____

See next page to include more information

Forklift Use Request Form
World's Fair Park & Volunteer Landing
(Page 2)

Expected storage location, if prior to date of use (if at WFP, approval required prior to storage): _____

Forklift pick-up date/time if after date of use: _____

Additional Information: _____

Office Use Only:	
Lawn condition: _____	

Forklift Use:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Storage Overnight: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature: _____	

EXHIBIT A

Public Building Authority EFT Authorization/Check Refund

By selecting this option, the Public Building Authority (PBA) will automatically deposit any refund due to you into the account that you list below. By filling out this form, I hereby authorize the PBA to initiate credit entries to the account at the financial institution specified below. This authorization is to remain in full force and effect until the PBA has received an amended authorization form with the appropriate box checked below.

NOTE: The following account information should be for ACH transactions NOT Wire Transfers.

LEASEE TO COMPLETE THIS SECTION:

Company Name _____

Contact Person _____

Company Address _____

Company Phone Number _____ Email Address _____

Financial Institution _____ City _____ State & Zip _____

Transit/Routing Number (9 digits) _____ Account Number _____

Please specify type of account: Checking: _____ Savings: _____

Authorizing Signature _____ Date _____

By selecting this option, the Public Building Authority (PBA) will issue a paper check for any refund due to you to the mailing address that you provide. Paper checks are issued once on month, on the first Thursday of the month.

Payable To: _____

Attention: _____

Address: _____

To Return: Fax the form to: 865-215-8162, Attn: Sierra Gillis.

E-mail to: sgillis@ktnpba.org

Mail the form to:

**Public Building Authority
Attn: Sierra Gillis
963 World's Fair Park Drive
Knoxville, TN 37916**

END OF EXHIBIT A

EXHIBIT B

Insurance Requirements for Special Events on City Property: **World's Fair Park & Volunteer Landing**

As of January 1, 2011, the City of Knoxville changed its minimum insurance coverage requirements for use of City properties and/or facilities – please read through the below. The new minimum insurance requirement is as follows:

Minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate coverage, unless otherwise stated below

Please list the City of Knoxville and the Public Building Authority as additional insureds on the policy. Please be sure to include the event name, date, location, and a brief description of the event on the policy.

Please submit a copy of your policy to the World's Fair Park & Volunteer Landing Event Office at:

963 World's Fair Park Drive

Knoxville, TN 37916, at attention: Sierra Gillis.

You are welcome to email a copy of your policy to sgillis@ktnpba.org.

All events held on City property or in City facilities require a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate coverage, with the following exceptions:

Exceptions – Events Not Requiring Insurance – For any of the following exceptions which might apply, Lessee must sign the Release and Indemnity Agreement, Exhibit C hereto

The following non-sports events with **less than 100 anticipated attendance** and without street/road closures, alcohol, loaded weapons, pyrotechnics, mechanical or inflatable rides, the use or display of animals*, or resulting in fundraising or profit do not require insurance.

Note: Any serving of alcohol must be with properly licensed and insured bartenders and proof of license and insurance will be required.

- Academic related events (such as spelling/math/science)
- Award celebrations
- Banquets
- Bingo/card/board games (not for fundraising)
- Clubs and organizational meetings
- Celebrations (weddings, anniversaries, birthdays)
- Debuts
- Graduations
- Head of state events
- Lectures and reading events (other than product or service promotions)
- Luncheons
- Meetings of a social, academic, business or philosophical nature (other than fundraising)
- Recitals
- Reunions
- Seminars (other than product or service promotions)
- Social Receptions
- Teleconferences

*Exclusion does not apply to participants in events requiring the use of service animals.

Events requiring \$2,000,000 per occurrence/\$3,000,000 aggregate coverage:**A. Non-sports events**

The following **non-sports** events without loaded weapons, pyrotechnics, or mechanical or inflatable rides require a minimum of \$2,000,000 per occurrence/\$3,000,000 aggregate coverage:

Note: Any serving of alcohol must be with properly licensed and insured bartenders and proof of license and insurance will be required.

- Events involving the use or display of animals or to which participants are encouraged to bring animals (other than service animals)
- Events which involve serving or sale of alcohol
- Events involving closure of roads or streets
- Block parties and street fairs
- Dances and parties outdoors
- Exhibitions outdoors
- Overnight camping
- Waterslides
- Weapons (unloaded) shows

B. Sports Events

The following **sports** events without loaded weapons, pyrotechnics, or mechanical or inflatable rides require a minimum of \$2,000,000 per occurrence/\$3,000,000 aggregate coverage:

Note: Any serving of alcohol must be with properly licensed and insured bartenders and proof of license and insurance will be required.

Animal riding	Off-road racing
Boxing	Polo
Cheerleading	Rodeos
Demolition events	Ropes courses
Football (contact)	Rugby
Golfing events	Skating (open to public)
Gymnastics	Skateboarding
Ice hockey	Speed skating
In-line hockey	Swimming and diving (unorganized or lessons)
Marathons	Triathlons
Martial arts (contact)	Weightlifting
Motorized racing	Wrestling

Event Insurance – Waiver/Modification

The City's Risk Manager, at his/her discretion, may authorize a greater or lesser amount of coverage or different type of coverage than required by this policy if the special event is of a demonstrated high- or low-risk category, according to recognized insurance and risk management industry standards. High-risk events requiring a greater amount of coverage to be determined by the Risk Manager include, but are not limited to, those with loaded weapons, pyrotechnics, or mechanical or inflatable rides.

Expressive Activity

“Expressive Activity” is any assembly, the sole or principal purpose of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means, of a particular opinion, view or idea, and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity, including public oratory and distribution of literature.

For expressive activity, the City’s Risk Manager shall not consider the potential reaction of bystanders to the content of expressive activity as a factor in requiring insurance coverage. Waiver of the insurance requirement shall be made if the event is solely for expressive activity, provided that the applicant has filed with the Risk Manager a verified statement that the applicant intends the special event purpose to be solely for a First Amendment expressive activity.

Self-Insurance

The City’s Risk Manager shall review all certifications of self-insurance for appropriateness, including any required documentation demonstrating financial solvency.

TULIP (Tenant User Liability Insurance Policy) Program

The City of Knoxville offers a TULIP Program, which provides for a general liability policy that can be accessed by those using City properties for various events. The policy provides coverage to the user as well as to the City for the specific event. Because the policy is underwritten based on the broad range of events that take place on City properties, it may be more reasonably priced than policies obtained individually. The policy can be easily obtained online and is customized to meet the City’s requirements. Users are not required to purchase this policy but may procure their own policy to meet the insurance requirements for events. To obtain more information about the policy, users may **contact Steven McGhee at (865) 583-3752**. Follow these instructions to obtain a quote:

1. Log on to <https://www.ebi-ins.com/tulip/apply.aspx>
2. For Events requiring \$1,000,000 in coverage, please choose code 2495 (City of Knoxville II).
3. For events requiring \$2,000,000 in coverage, please choose code 2494 (City of Knoxville I).
4. Choose the location of your event in the drop-down box.
5. Please choose the type of event that will be held on City property. If your event does not fit one of the listed categories, please contact the City’s Risk Management Department for further instructions.
6. Answer the underwriting questions and press next. Please make sure to include information on liquor service as well as vendors who need coverage as directed.
7. After all underwriting questions are answered, you will be provided an insurance quote from for your event. If this quote is satisfactory, please continue to enter policy holder contact information.
8. Enter credit card information in order to purchase the policy online. Once the transaction is complete, the policy will be delivered to you electronically and a certificate of insurance will be delivered to the City’s Special Events and Risk Management Department. Should there be any issues, someone from the City will be contacting you. Otherwise, you have met the insurance requirement for your event.
9. **Should you have problems accessing or using the online program, please contact One Beacon Entertainment at 1-800-507-8414.**

END OF EXHIBIT B

**EXHIBIT C
RELEASE AND INDEMNITY AGREEMENT**

THIS RELEASE AND INDEMNITY AGREEMENT ("Agreement") is made and entered into the _____ day of _____, 20____, by and between **THE PUBLIC BUILDING AUTHORITY OF THE COUNTY OF KNOX AND THE CITY OF KNOXVILLE, TENNESSEE**, a public nonprofit corporation organized as a public building authority under Tennessee Code Annotated §§ 12-10-101, et seq. ("Lessor"); and _____, ("Lessee").

WITNESSETH:

WHEREAS, Lessee desires to lease from Lessor a portion of the property known as the World's Fair Park ("the Park") for an event involving **fewer than 100 participants** to be held on or about _____, 20____(the "Event"); and

WHEREAS, as a condition precedent to Lessee's use of the Park for the Event, Lessor requires that Lessee agree to the terms of this Agreement.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the above premises, the mutual covenants hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **Release**. Lessee hereby releases and discharges Lessor and the City of Knoxville, Tennessee ("the City"), and their respective successors, assigns, directors, officers, agents, and employees from any liabilities, obligations, claims, actions, causes of action, costs and demands of any kind, including but not limited to damage or loss to property, personal injury or death, or any claim for breach of an express or implied warranty, that have or may accrue to Lessee, whether known or unknown, against Lessor and/or the City, and their respective successors, assigns, directors, officers, agents or employees, arising out of, based on or in any way connected with the use of the Park for the Event, by Lessee, or Lessee's agents, employees, affiliates, assigns, guests, invitees, or any third party.

2. **Indemnity**. Lessee agrees to defend, hold harmless and indemnify Lessor and the City, and their respective successors, assigns, directors, officers, agents, and employees, against any and all actions, proceedings, claims, costs and demands of any kind arising from the use of the Park for the Event, by Lessee, or Lessee's agents, employees, affiliates, assigns, guests, invitees, or any third party, any claim for damage or loss to property, injuries or death, and any claim for breach of an express or implied warranty; and against all costs, damages, or expenses paid or incurred by Lessor and/or the City as a consequence of any such actions, proceedings, claims or demands, including reasonable attorney fees. Lessee agrees to reimburse Lessor and the City for all sums of money, which Lessor or the City pays or becomes liable to pay by reason of any of the foregoing, including but not limited to reasonable attorney's fees, and will make such payments to Lessor and/or the City immediately upon demand.

3. **Entire Agreement, Interpretation, Waiver, and Modification**. This Agreement constitutes the entire agreement between the parties relating to Lessee's agreement to release and indemnify Lessor and the City. No representations, understandings, or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein. This Agreement can only be modified in a

writing signed by the parties or their duly authorized agents acknowledging that the same is in fact a modification of this Agreement.

4. **Applicable Law.** This Agreement shall be governed by the laws of the State of Tennessee without the need to resort to its law of conflicts.

5. **Consent to Jurisdiction and Venue.** Any legal or equitable action for claims, debts, or obligations arising out of, or to enforce the terms of, this Agreement must be brought in the applicable Tennessee state court located in Knox County, Tennessee, or in the United States District Court located in Knoxville, Tennessee.

6. **Enforceability of Agreement.** If any provision of this Agreement or portion thereof is found to be invalid by any court of competent jurisdiction, the remainder of this Agreement shall nevertheless remain in full force and effect.

7. **Attorney's Fees and Costs.** If a party hereto resorts to litigation to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to the recovery of all costs related thereto, including without limitation reasonable attorney's fees.

8. **Notice.** All notices hereunder shall be in writing and shall be deemed to have been sufficiently given or served for all purposes when presented personally or when sent by registered or certified mail, return receipt requested, to any party hereto at the address set forth below or at such other address as any party shall subsequently designate in writing:

If to Lessor: The Public Building Authority of the
County of Knox and the City of Knoxville, Tennessee
400 Main Street, Suite M-22
Knoxville, Tennessee 37902
Attn: Administrator, CEO

with a copy to: W. Morris Kizer
Gentry, Tipton & McLemore, P.C.
Suite 2300
900 South Gay Street
Knoxville, Tennessee 37902

If to Lessee: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

[Signatures on next page]

LESSOR:

**THE PUBLIC BUILDING AUTHORITY OF THE
COUNTY OF KNOX AND THE CITY OF KNOXVILLE, TENNESSEE**

By: _____

Title: _____

****Please only sign if your event has fewer than 100 participants.****

LESSEE: _____

By: _____(signature)

Printed Name: _____

Title: _____

END OF EXHIBIT C