



## MusliMeMfest 2017 Vendor Registration

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- Complete the form below dead line 03/15/17 • Read & return with your payment & waiver signed
  - The MusliMeMfest (MM) reviews all application, MIM has the right to deny application that does not meet the guidelines.
    - Location: Agricenter International 7777 Walnut Grove Rd, Memphis, TN 38120
  - For more information contact MIM @ 901-845-4897 or Email us at [muslimsinmemphis@gmail.com](mailto:muslimsinmemphis@gmail.com)
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- One 8-ft. table with two chairs in a 10' x 10' Premium booth space
  - Opportunity to sell, provide information / product for more than 3000 anticipated visitors
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Contact Name \*

First Name

Last Name

Business Name

Phone Number \*

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Area Code Phone Number

Mailing / Billing Address \*

Street Address

City

State

Zip Code

E-mail Address \*

Select Type of Vendor

Food Vendor (No other products allowed) \$ 200.00

(Payment by check payable to Muslims In Memphis) \*

Quantity

Merchandise Vendor (No food products allowed) \$ 150.00

Quantity

Non Profit (Information booth only) \$ 50.00

Quantity

Indicate if you require electrical power \$ 80.00

Quantity

Indicate if you would like to become sponsor \$ 50.00

will add your organization name to our web site and on event T-Shirt as a sponsor of MuslimMeMfest 2017

## BOOTH, GUIDELINES, REGULATION

### Food and Merchandize Booth (provided)

- Due to space restrictions, booths will be allocated on a first come first serve basis.
- Booth size 10ft x 10ft pipe and drape booths in blue. Each booth will contain 1- 8' Skirted table, 2 chairs 1- I.D sign and 1-Trashcan
- Additional power outlets can be ordered
- Additional Tables at rate of \$45 can be ordered separately



### General Booth Guidelines and Regulation:

- Vendors are responsible for all electrical appliances.
- Table can have cover but it must be white table cover
- There is a charge to MIM for each power outlet used. If an outlet is not applied and paid for, it cannot be used even if it is present in the booth area.
- City of Memphis Fire Code Requirements and Agricenter Guidelines for exhibition should be adhered to.
- MusliMeMFest prohibits excessive, unnecessary, and unreasonable noise in any form including playing music at booths.
- **Vendors must setup between 4:00 PM and 10:00 PM on Friday, March 24, 2017.**
- **Vendors must moved out by 10:00 pm on Sunday, March 26, 2017**
- MusliMeMFest team reserves the right to review and approve services provided by the booths.
- Vendors are responsible for table covers **which must be a white table cover.**
- There is a charge to MIM for each power outlet used. If an outlet is not applied and paid for, **it cannot be used even if it is present in the booth area.**
- Additional power outlets can be ordered at the rate of \$100 for 20 amp
- Special request is needed for powers outlets with more than 20 amps

### Food Booth Guidelines & Price:

- Food must be fresh and stored properly per TN Dept of Health Guidelines.
- Agricenter policy permits the sale of Coke beverage products only.
- Use of serving gloves, aprons, hair nets, tongs/spoons is mandatory
- **Food Plate do not exceed \$ 5 - \$7 per plate**
- **Prices cannot be increased after the start of the event.**
- **Agricenter policy permits the sale of Coke beverage products only**
- Booths must stay open for the full duration of the fest.
- Bring enough supplies to serve your food such as plates/bowls, spoons/forks and napkins.
- Keep “togo” boxes available. Please bring enough change.
- MusliMeMFest requires all food vendors to provide a comprehensive and well laid out recipe for each dish/item sold in the booth.
- **Price for a can or bottle of Soda may not exceed \$1.00 per bottle or can at the event.**

### Merchandize Booth Guidelines & Price:

- Vendors are responsible for all electrical appliances.
- Business Booths are reserved for vendors of products and services
- Table can have cover but it must be white table cover
- MusliMeMFest team reserves the right to review and approve services provided by the booths.
- Prices cannot be increased after the start of the

**CITY OF MEMPHIS**  
**FIRE CODE REQUIREMENTS FOR PLACES OF PUBLIC ASSEMBLY**

**Inside Displays**

- No hay, straw or untreated cotton bales are allowed inside a place of public assembly.
- All decorative materials including, but not limited to, draperies, drops and curtains used in places of assembly, shall be noncombustible, inherently flame resistant or treated and maintained fire resistant when tested. Certificates denoting that the materials are fire resistant or have been treated to be fire resistant shall be required by the Fire Official.
- No person shall cause or permit any open flame, candles, torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
- Exit doors shall not be locked, blocked or otherwise concealed or obscured by decorations, drapes, mirrors or any other tapestries.
- All electrical connections shall be in accordance with the Electrical Code.
- All electrical cords, sound cable or other trip hazards shall be safeguarded.
- All fire protection, i.e., hose cabinets, fire alarm pull station, exit signs, etc., shall be visible and accessible at all times.
- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.

**Use of Extension Cords**

Extension cords are permitted only with portable appliances or fixtures while in immediate use subject to the following:

- Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixtures.  
The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
- The extension cord shall be maintained in good condition without splices, deterioration or damage.
- The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.
- Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damaging physical impact.

**Inside Vehicle-Storage**

No vehicles are to be parked inside a building except for display or for service purposes only (food distribution). During display, the following shall be complied with:

- Fuel tanks shall be drained to less than 1/4 tank.
- Fuel caps taped shut or fitted with locking cap.
- "Hot" lead of battery disconnected.

**Cooking (Demonstrations) and Commercial Cooking**

- Each cooking booth shall have a minimum rated extinguisher of 2A 4OBC.
- Single-well cooking equipment using combustible oils or solids, (deep fryer, dry pan, etc.) shall comply with the following:
  - Be limited to 288 sq. in. of cooking surface.
  - Be placed on a noncombustible surface, such as metal, hardwood board glass, etc.
  - Be separated from each other by a minimum horizontal distance of 2 ft. Containers having a maximum water capacity of 12 lb (5.4 kg) [nominal 5 lb (2kg) LP-Gas capacity may be used temporarily inside buildings for public exhibitions or demonstrations, including use in classroom demonstrations. If more than one such container is located in the same room, the containers shall be separated by at least 20 ft. (6 in).
- Listed and approved LP-Gas commercial food service appliances shall be permitted to be used in attended commercial food catering operations provided that no commercial food service appliances shall have more than two (2) 10-oz no refillable butane gas containers having a maximum water capacity of 1.08 lb per container connected directly to the appliance at any time and container(s) shall not be manifolded. The appliance fuel container(s) shall be an integral part of the listed, approved, commercial food service device and shall be connected without the use of a rubber hose. Butane containers shall be listed.

**Exhibit Booths**

- The following shall be protected by automatic extinguishing systems:
  - Single level exhibit booths greater than 300 sq ft and covered with a ceiling.
  - The first level of multilevel exhibit booths.
  - The second level of multilevel booths where the second level is covered with a ceiling.
  - A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a minimum of 10 ft where the aggregate ceiling exceeds 300 sq ft.
- The water supply and piping for the sprinkler system may be of approved temporary means taken from an existing domestic water supply, an existing standpipe, or an existing sprinkler system.
  - Exception No. 1: Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section.
  - Exception No. 2: Vehicles, boats and similar exhibited products having over 100 sq ft of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

**Outside Display**

- No outside display shall block or obstruct any exit door or access to an exit door.
- All outside displays that are under cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
- A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building and displays.
- All hydrants and fire department connections shall be unobstructed at all times.  
All tents and awnings 10' x 12' (120 sq ft) or larger shall be treated with a flame retardant treatment. An affidavit shall be kept on location at all times or label is to be sewn onto the material. Any person erecting a tent 120 sq ft or larger shall obtain a permit from the Fire Marshal's office.
- All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be leak-tight and in good repair. Hoses shall be listed for the type of product it supplies.
- All compressed gas cylinders (propane, butane, carbon dioxide, etc.) shall be adequately secured to prevent falling or being knocked over by means or cables, chains, racks, etc. (combustible ropes will not be accepted). Cylinders shall be located away from cooking appliances. Fuel cylinders shall not be used unless they have a current hydrostatic test.

Thank you for your cooperation in these areas of mutual concern. If you have any questions, please feel free to contact City of Memphis/Division of Fire Services at (901) 320-5415.

**Waiver/Release of Liability/Consent**

I HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge, MuslimMeMFest. Muslims In Memphis, INC. (herein called MIM) and AGRICENTER, its agents, employees, volunteers, officers, directors, trustees, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities of every kind and nature

(including but not limited to cancellation of MuslimMeMFest), whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities conducted by on the premises of or for the benefit of, MIM

By this Waiver, I assume any risk, and take full responsibility and waive any claims of personal harm, injury, death, or damage to personal property associated with my participation in MusliMeMFest. I assume responsibility for any damages to the facility and its equipment that incur due to my participation in MusliMeMFest. I agree to participate or engage in accordance with the rules provided by the MIM, AGRICENTER, and THE CITY OF MEMPHIS FIRE CODE. In addition, I hereby authorize the release of photographs, pictures or other material related to MusliMeMFest by various media as authorized or approved by MusliMeMFest and MIM.

I have read and understand fully the terms of the WAIVER AND RELEASE. I have also read and agree to abide by the Memphis Fire code, Food Safety rules and Booth guidelines. I understand by signing this WAIVER AND RELEASE I have given up future legal rights. I have entered this agreement under no duress or threat of duress, without inducement or promise. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18 year of age or older adult and competent to enter into this waiver.

Signature required \*

I HAVE READ THE FOREGOING RELEASE, UNDERSTANDING ITS TERMS AND FREELY AND VOLUNTARILY SIGN THE SAME.

Name \*

Signature \*

Clear Form

 Print Form

## About Muslims in Memphis:

Muslims in Memphis (MIM) is a non-profit organization established in 2003 with the help of Mayor's Office of Multicultural and Religious Affairs, when he dedicated the month of March as Muslim month. Muslims in Memphis aspires to present Muslims and Islam to the Memphis community in a positive and informative light

We are the only organization of its kind in the US to have such an honor by our respected city government, MIM aims to engage in an outreach program to the larger community of Memphis and the Mid-south in order to educate, inform the community, and dispel myths about Islam and Muslims that have permeated this society for far too long. We aim to do so for such purposes as peaceful coexistence, mutual understanding and mutual respect. Our events include but are not limited to speakers, food bazaar, Islamic Arts, movie, entertainment, and traveling museums, to help build bridges between community members.

MIM embarked a new annual event called "MusliMEMfest" in closing of the month long activities. We are planning on having fun filled games for children and family in a festive atmosphere for the entire city of Memphis. The event will take place at the Agricenter International on Saturday, March 25th 2017