



Food Vendor Application

38th Annual Newport Harvest Street Festival

October 5th-6th, 2024

For Official Use Only:

Date: _____
 Booth #: _____
 Electricity Needed
 Waiver Signed

 Cash
 Check
 CC (Visa, MC)
 Amount: _____
 Staff Initials: _____
 Registered in CM: _____

Business Name: _____

Contact Person: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone #: _____ Cell Phone #: _____

Will you have a: () Concessions Trailer () Tent () Food Truck () Other: _____

Would you like the same booth space that you had in 2023?

() Yes () No If **yes**, please specify booth number: _____

(We will do our best to honor all request, but booth numbers are not guaranteed)

Required: All vendors must include a copy of their menu to be kept on file when turning in application

Booth Fees includes Water and Electric (Generators are prohibited) 10 X 20 Space

\$250 per booth- **Chamber of Commerce Members**

\$300 per booth- **Non-Chamber of Commerce Members**

(Vendors will be responsible for providing their own 150' electrical cord & 150' to receive electricity. Vendors will also need to provide a 150' food grade water hose if water is needed)

Power Requirements: _____ **Volts:** _____ **Amps:** _____ **Watts:** _____

How many 110 crockpots: _____ how many 110 deep fryers: _____ how many 110

freezers/coolers/fridges: _____ Water: Yes No (Please circle one)

Clean Up (Required)

Vendors are responsible for maintaining the cleanliness of their space. A member of the Coke County Partnership will be inspecting sites throughout the festival. Vendors who fail to clean up their site during tear down will require a \$50 cleaning deposit if they choose to return for the 2025 festival.

Payment Method:

- Cash
- Check (Make Payable to Coke County Partnership)

****There is a \$25 fee for checks returned NSF****

Credit Card (Visa or Mastercard)

Name as appears on CC-please print: _____

Card Number: _____

Expiration Date: _____ CVC Code: _____

Cardholder Signature: _____

Please Mail Applications with Fees to: Coke County Partnership 115 Mulberry Street, Newport, TN 37821

38th Annual Newport Harvest Street Festival Waiver

Newport, TN

October 5th & 6th, 2024

Upon submission of this application, the undersigned is responsible for all workers and volunteers of their booth(s). The undersigned assumes all responsibility for all risk of damage or injury that may occur to the undersigned, any volunteers, workers, and visitors at their booth during participation in the Newport Harvest Street Festival. In consideration of being accepted as a participant in the event, the undersigned hereby releases and discharges the Cocke County Partnership/ Chamber of Commerce and the City of Newport, Cocke County, their members, boards, volunteers, employees and agents from all claims, demands, right of causes of actions, present or future, whether known, anticipated or unanticipated, and resulting from or arising out of or incident to the undersigned and volunteers, workers, and visitors to their booth(s) participation in street festival. A Cocke County Partnership/Chamber of Commerce representative will be on the grounds during festival hours. Our information booth will be located on the corner of Mims Avenue and Main Street.

I have read and understand that by signing the foregoing **Assumption of Risk, Indemnification Hold Harmless and Release Agreement** this _____ day of _____, 2024.

Applicants Signature: (Signer must be 18 years of age)

Print Name:

PLEASE KEEP THIS PORTION OF THE INFORMATION PACKET FOR YOUR RECORDS.

ONLY RETURN THE APPLICATION AND FESTIVAL WAIVER TO THE COCKE COUNTY PARTNERSHIP/CHAMBER OF COMMERCE OFFICES.

38TH Annual Newport Harvest Street Festival Rules & Regulations for Food Vendors October 5th & 6th, 2024

LOCATION:

The Newport Harvest Street Festival is in the heart of downtown Newport, TN. The festival spans 3 city blocks of downtown and is located just minutes off Interstate 40. Newport is centrally located 45 minutes from Knoxville, TN, 60 minutes from Asheville, NC, and 90 minutes from Tri-Cities.

FESTIVAL HOURS:

Saturday, October 5, 2024: 10am to 6pm

Sunday, October 6, 2024: 10am to 4pm

Food Vendor Booth Space:

Booth spaces are **10'X20'**.

All booth sites are outdoors and are on pavement.

All vendors must have the prices for ALL their menu items VISIBLE AT ALL TIMES.

Vendors are required to provide at least (2) 55-gallon trash containers with liners. This is a litter free event and vendors are responsible for cleaning up their space.

Vendors who participate in the festival in 2023 will get the first option to have the booth space from the prior year. **The deadline to apply and reserve the prior year's booth space is Wednesday, July 31, 2024.** After August 1st that space will be open to other vendors.

Insurance:

All food vendors are required to provide a Certificate of Liability Insurance displayed at the booth for the health inspector.

FESTIVAL FEES:

All Cocke County Partnership/Chamber of Commerce members receive a \$50.00 Discount off booth space.

Booth Fees:

Chamber Members 10x20 Space-\$250.00.

Non-Chamber Members 10x20 Space-\$300.00.

Electricity & Water:

Electricity and Water are included in your booth fee. **Vendors must provide 150' of electrical cord to receive power.** Vendors are also required to supply a 150 Ft. Food grade water hose.

Health Department Fees:

The State of Tennessee Department of Health will be on site to inspect all booths before 10am Saturday morning. There is a \$30 fee for all vendors to receive their license for the 2-day event. **This fee must be paid prior to the festival via the link provided. This fee is collected by the Department of Health, not by the Cocke County Partnership/Chamber of Commerce.**

Please Mail Applications with Fees to: Cocke County Partnership 115 Mulberry Street, Newport, TN 37821

Temporary Permit Link:

<https://redcap.health.tn.gov/redcap/surveys/?s=E78XLYAPXD>

Cancellations:

Deadline to cancel and receive a refund of festival fees is Thursday, August 29, 2024. Any Cancellations made after August 29, 2024, are non-refundable.

In the event the festival committee has already assigned a booth number and the vendor cancels, the vendor will lose the privilege to choose that booth number for the next year's festival.

REGISTRATION & SET UP

Vendor set up is on Friday night October 4, 2024. Vendors are **required** to check in at the registration booth between the hours of 5:30pm and 7:30pm to get your booth # and location. The registration booth will be set up on the Cocke County Courthouse lawn facing Main Street. Look for the "Partnership Tent".

Do not set up prior to check in.

FRIDAY NIGHT SET UP WILL BEGIN NO EARLIER THAN 5:30PM

Strictly Enforced: Vendors may drive vehicles to their site to set up but must exit the festival area no later than 9:00am on Saturday morning. Saturday morning the check-in booth will be at Main Street and Mims Ave.

Vehicles are prohibited from the festival area after 9:00 am Saturday and 10:00 am Sunday. **NO VEHICLES WILL BE PERMITTED** after these times due to safety. If you arrive after 9:00 am on Saturday and 10:00 am on Sunday, you will be required to carry your items or use a dolly to set up your booth. **The festival committee highly recommends that vendors set up on Friday evening. Security is provided.**

TEAR DOWN & HAUL OUT PROCEDURES:

We ask that each vendor remain open until the end of the scheduled festival hours each day.

(The Newport Harvest Street Festival is RAIN OR SHINE.)

Saturday, October 5, 2024-NOT BEFORE 6PM

Sunday, October 6, 2024-NOT BEFORE 4PM

Strictly Enforced-For safety precautions no vehicles will be permitted inside the festival area until the festival hours are over.

PARKING PROCEDURES:

There are numerous parking spots that will be available to our vendors.

Parking is first come first serve to vendors but **NOT ON FESTIVAL SITE**

Vehicles that are parked in the festival site during festival hours will be towed at the OWNERS EXPENSE.

MISCELLANEOUS:

Security will be provided on both Friday & Saturday evenings around the clock.

Although we provide security, please leave items at your own risk.

The festival committee reserves the right to refuse any application.

Please be respectful of the other vendors setting up around you on Friday night and Saturday morning.

This can be a very hectic time and we ask that you be patient during the set up and break down process.

The Newport Harvest Street Festival is RAIN OR SHINE. Vendors are responsible for preparing accordingly for weather. NO REFUNDS FOR ANY CANCELLATIONS AFTER August 29, 2024.