



32ND

Annual Newport Harvest Street Festival October 6-7, 2018

For Office Use Only:

Booth#: _____

Date: _____

☐ Electricity Needed

☐ Waiver Signed

☐ Cash ☐ Check ☐ Credit Card
(Visa, Mastercard)

Amount: _____ Staff Initials: ____

Business Name: _____

Contact Person: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone #: _____ Cell Phone #: _____

Website: _____

Will you have a? ☐ Concession Trailer ☐ Tent ☐ Food Truck ☐ Other: _____

Would you like the same booth space that you had in 2017?

☐ Yes ☐ No If **yes**, please specify booth number: _____ (We will do our best to honor all requests)

Booth Fees for ONE ITEM (i.e.-popcorn, snow cones, etc...) 10x13 space

\$100 per booth – **Chamber of Commerce Members**

\$125 per booth – **Non-Chamber of Commerce Members**

Booth Fees for Food Booths (multiple items) 10x20 space

Booth @ \$200 per booth – **Chamber of Commerce Members**

Booth @ \$225 per booth – **Non-Chamber of Commerce Members**

Electricity is an additional \$50 (**You must provide 150' of electrical cord**)

Power Requirements: _____ VOLTS _____ AMPS _____ WATTS

(Please fill out for our electricians)

Clean Up Deposit (REQUIRED)

\$50 – Deposit will be refunded by mail after the event if space has properly been cleaned. (Removal of all trash, food waste & debris)

Payment Method:

☐ Cash

☐ Check (Make payable to

Coke County Partnership)

****There will be a \$25 fee for checks returned NSF****

☐ Credit Card (Visa or Mastercard)

Name on Card – Please Print: _____

Card Number: _____

Expiration Date: _____

CVC Code: _____

Cardholder signature: _____

Please mail application with fees to: Coke County Partnership 433-B Prospect Ave. Newport, TN 37821

32ND ANNUAL NEWPORT HARVEST STREET FESTIVAL WAIVER

NEWPORT, TENNESSEE

OCTOBER 6-7, 2018

A signed release form from each participant must be returned with the application. 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. The undersigned assumes all responsibility for all risk of damage or injury that may occur to undersigned 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, the City of Newport, Cocke County, 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's participation in street festival. If applicant shall not have attained the age of legal majority (18 years), the signature of a parent or legal guardian shall also be required. Cocke County Partnership reserves the right to deny any application.

I have read and understand and signed the foregoing **Assumption of Risk,**

Indemnification Hold Harmless and Release Agreement this ____ day of

_____, 2018

Signature

Parent/Guardian Signature (If participant is under 18 years of age)



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

32nd Annual Newport Harvest Street Festival

Rules & Regulations for Food Vendors

October 6-7, 2018

- **LOCATION:**

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

- **FESTIVAL HOURS:**

- Saturday, October 6, 2018: 10:00am to 6:00pm
- Sunday, October 7, 2018: 11:00am to 5:30pm

- **FOOD BOOTH SPACE:**

- A one menu item booth space is **10'x13'**. Multiple menu item spaces are **10'x20'**.
- All booth sites are outdoors and are on pavement.
- All vendors must have prices for ALL their menu items **VISIBLE AT ALL TIMES**.
- Vendors are required to provide at least two (2) 55 gallon trash containers with liners. This is a litter free event and vendors are responsible for cleanup of their space.
- Vendors who participated in the festival in 2017 will get first option to have the booth space from the prior year. **The deadline to apply and reserve the prior years' booth space is August 7, 2018.** After August 8 that space will be open to other vendors.

- **INSURANCE:**

- All food vendors are required to provide a Certificate of Liability Insurance when submitting their application.

- **FESTIVAL FEES:**

- All Cocke County Partnership/Chamber of Commerce Members get a \$25 discount on booth space.

- **Booth Fees:**

- One item space 10'x13' for Chamber of Commerce members - \$75
- One item space 10'x13' for Non-Chamber of Commerce members - \$100
- Multiple food item space 10'x20' for Chamber of Commerce members - \$200
- Multiple food item space 10'x20' for Non-Chamber of Commerce members - \$225

- **Electricity & Water:**

- Electricity is available to booth spaces for an additional \$50. **Vendors must provide 150' of electrical cord in order to receive power.**
- Vendors must have a water supply including a hose. **Hose must be food grade!**

- **Clean-Up Deposit**

- There is a \$50 refundable clean up deposit required by all vendors. The deposit will be refunded if the space is deemed properly cleaned at the conclusion of the festival by a member of the Cocke County Partnership/Chamber of Commerce.

- **Health Department Fees:**
 - The State of Tennessee Department of Health will be on site to inspect all booths before 10am on Saturday morning. There is a \$30 fee for all vendors to receive their license for the 2 day event. **This fee will be collected by the Department of Health at the time of inspection, not by the Cocke County Partnership/Chamber of Commerce.**
- **CANCELLATIONS:**
 - Deadline for refunds due to cancellation is September 1, 2018.
 - 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 next years' festival.
- **REGISTRATION & SET UP**
 - Vendors are required to set up on Friday night and are **required** to check in at the registration booth on Friday, October 5 between the hours of 6:00pm and 7:30pm. The registration tent will be set up on the Cocke County Courthouse lawn facing Main Street. Look for the "Event Information" sign on the front of the tent.
 - **Friday night set up will begin NO EARLIER THAN 6:00 PM.**
 - Vendors may drive vehicles to their site to set up **but must exit the festival area no later than 9:00am on Saturday morning.**
- **TEAR DOWN & HAUL OUT PROCEDURES**
 - We ask that each vendor remain open until the end of the scheduled festival hours each day.
 - Saturday, October 6 – NOT BEFORE 6:00PM
 - Sunday, October 7 – NOT BEFORE 5:30PM
 - For safety precautions no vehicles will be permitted in the food court area until all attendees have cleared the festival area.
- **PARKING PROCEDURES**
 - There are numerous parking spots that will be available to our vendors. Parking is first come first serve to vendors.
- **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 very hectic time and we ask that you be patient during the set up and break down processes.
 - **Cocke County Partnership reserves the right to deny any application.**
 - **An ice truck will be set up close to the food court for vendors to purchase ice during the festival.**