



MERCHANT APPLICATION

35TH

Annual Newport Harvest Street Festival

October 2 - 3, 2021

For Office Use, Only:

Booth#: _____ Date: _____

- Electricity Needed
 Waiver Signed

- Cash Check Credit Card
(Visa, Mastercard)

Amount: _____ Staff Initials: _____

Registered in Chambermaster _____

Business Name: _____

Contact Person: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone #: _____ Cell Phone #: _____

Booth Rates: CCP Chamber Members receive \$25.00 discount.

CHAMBER OF COMMERCE (MEMBER BOOTH REQUESTS) 1 SPACE \$75.00 () Space size-10x13

NON-MEMBER BOOTH REQUESTS 1 SPACE \$100.00 () Space size-10x13

(In order to provide for your electrical needs, you must fill out for our electricians)Electricity @ \$25 Electric () **(You must provide a 150' electrical cord)** Total for Booth \$ _____

*If you are requesting electricity what equipment will be used: _____

Would you like the same booth space that you had in 2019? Yes No If yes, please specify booth number: _____ (We will do our best to honor all requests received before August 2, 2021.)**Please specify the description of what your booth will promote:**

- Crafts (Handmade items) Artist (Paintings, drawings, etc...) Informational Only
 Commercial (Includes any item that is NOT HANDMADE)
 Other _____

* Any independent sales consultants for companies such as but not limited to, Avon, Thirty-One, Scentsy, etc...please familiarize yourself with your company's policy concerning multiple vendors at festivals. It is not the Newport Harvest Street Festival's policy to offer exclusivity; however, we will honor each individual company's policy when the policy is made known to the festival staff, by accepting the first PAID IN FULL application.

Payment Method:

- Cash
 Check (Make payable to Cocke County Partnership)

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

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- Credit Card (Visa or Mastercard)

Name on Card - Please Print: _____

Card Number: _____

Expiration Date: _____

CVC Code: _____

Cardholder signature: _____

Please mail application with fees to: Cocke County Partnership 115 Mulberry Ave. Ste. 200 Newport, TN 37821

Will you be doing any type of demonstration at your booth? Yes No

If yes, what type of demonstration will you be doing? -

Please give a detailed description of what you will be selling at your booth:

35TH ANNUAL NEWPORT HARVEST STREET FESTIVAL WAIVER

NEWPORT, TENNESSEE

OCTOBER 2 & 3, 2021

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 and signed the foregoing **Assumption of Risk,**

Indemnification Hold Harmless and Release Agreement this ____ day of

_____, 2021.

 Signature (Must be 18 years of age)

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.

**35th Annual Newport Harvest Street Festival
Rules & Regulations for Merchant Vendors
October 2 & 3, 2021**

LOCATION:

The Newport Harvest Street Festival is in the heart of downtown Newport, TN. The festival spans 3 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 the Tri-Cities.

FESTIVAL HOURS:

Saturday, October 2, 2021: 10 am to 6 pm

Sunday, October 3, 2021: 11 am to 5:30 pm

MERCHANT BOOTH SPACE:

All booth spaces are **10'x13'**

All booth sites are outdoors and most of the booths are on pavement.

All vendors must provide their own tents, tables, chairs, etc..

Booth displays need to be prepared to withstand large crowds and wind.

Demonstrations are encouraged but need to be confined to each vendor's booth space.

Vendors who participated in the festival in 2019 will get first option to have the booth space from the prior year. **Deadline to reserve the same booth you had in 2019 is August 2, 2021.**

FESTIVAL FEES:

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

Booth Fees:

Merchant Booth for CCP Members: \$75 (after discount)

Non-Members: \$100

Electricity

Electricity is available to booth spaces for an additional \$25. **Vendors must provide 150' of electrical cord to receive power.**

BOOTH DECORATION CONTEST

We encourage all our exhibitors to decorate your booth to coincide with the "Harvest/Fall" theme of the festival.

Booths will be judged and 1st, 2nd & 3rd place plaques will be awarded to the winners by 2pm on Saturday.

CANCELLATIONS:

Deadline for refunds due to cancellation is **September 1, 2021.**

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 year's festival.

REGISTRATION & SET UP

Vendors setting up on Friday night are **required** to check in at the registration booth on Friday, October 1st between the hours of 5:00 pm and 7:30 pm. 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. If you do not find the location of your booth, please see a staff member to prevent setting up in someone else's booth space.

Vendors setting up on Saturday morning are **required** to check in at the Cocke County Partnership/Chamber of Commerce tent which will be located at the corner of Main Street and Mims Avenue between the hour of 7:30am and 8:30am.

Friday night set up will begin NO EARLIER THAN 5:00 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.**

If you arrive after 9:00 a.m. on Saturday and 10:00 a.m. on Sunday, no vehicles will be allowed in the festival area, this is strictly enforced. Due to safety, you will have to carry your items or use a dolly to set up your booth up after 9:00 a.m. The festival committee highly recommends that vendors set up on Friday evening.

TEAR DOWN & HAUL OUT PROCEDURES

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

Saturday, October 2 – NOT BEFORE 6PM

Sunday, October 3 – NOT BEFORE 5:30PM

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.

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.

An ice truck will be set up close to the food court for vendors to purchase ice during the festival.

As we eagerly plan for our 2021 festival, bear in mind, we face uncharted territory with the Covid-19 pandemic. It will be necessary to follow all mandates, guidelines, orders, etc. The safety of our vendors, patrons, and community during the festival is a top priority. Anyone not following any of safety practices set in place during the festival will be denied continued participation in the festival and forfeit their fee.

