



# FOOD APPLICATION

## 35<sup>TH</sup>

### 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 #: \_\_\_\_\_

Website: \_\_\_\_\_

**Will you have a?**  Concession Trailer  Tent  Food Truck  Other: \_\_\_\_\_**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)

**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****(In order to provide for your electrical needs, you must fill out for our electricians)****Electricity** is an additional \$50 **(You must provide 150' of electrical cord)**

Power Requirements: \_\_\_\_\_ VOLTS   \_\_\_\_\_ AMPS   \_\_\_\_\_ WATTS

How many 110 crockpots \_\_\_\_\_ how many 110 deep fryers \_\_\_\_\_ how many 110 freezers/coolers/fridges \_\_\_\_\_.

**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 &amp; 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 115 Mulberry Ave. Ste. 200 Newport, TN 37821


# 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.

**35<sup>th</sup> Annual Newport Harvest Street  
Festival**  
**Rules & Regulations for Food Vendors**  
**October 2 - 3, 2021**

- **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 2, 2021: 10:00 am to 6:00 pm
  - Sunday, October 3, 2021: 11:00 am to 5:30 pm
- **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 2019 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 2, 2021.** After August 2<sup>nd</sup> that space will be open to other vendors.
- **INSURANCE:**
  - All food vendors are required to have a Certificate of Liability Insurance that they have displayed at the booth for the health inspector.
- **FESTIVAL FEES:**
  - All Cocke County Partnership/Chamber of Commerce Members receive a \$25 discount on booth space.
  - **Booth Fees:**
    - One item space 10'x13' for Chamber of Commerce members - \$100
    - One item space 10'x13' for Non-Chamber of Commerce members - \$125
    - 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 food grade hose.
  - **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 10 am 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, 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 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, 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 need help finding the location of your booth, please see a staff member to prevent setting up in someone else's booth space.
  - **Friday night set up will begin NO EARLIER THAN 5:00 PM.**
  - **Strictly Enforced** - Vendors may drive vehicles to their site to set up **but must exit the festival area no later than 9:00 am 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. 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 6:00 PM
  - Sunday, October 3 – NOT BEFORE 5:30 PM
  - **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 sight.**
  
- **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.