



# Food Vendor Application

## 37<sup>th</sup> Annual Newport Harvest Street Festival

### October 7-8, 2023

#### 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 2022?**

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

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

#### **Booth Fees for Vendors Selling ONE ITEM (i.e.- popcorn, snow cones, lemonade etc.) 10 X 13 Space**

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

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

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

#### **Booth Fees for Vendors Selling Multiple Food Items 10 X 20 Space**

\$200 per booth- **Chamber of Commerce Members**

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

#### **REQUIRED (In order to provide for your electrical needs, you must fill out the information below)**

**Electricity** is an additional fee of-\$50.00.

**(Vendors will be responsible for providing their own 150' electrical cord to receive electricity)**

**Power Requirements:** \_\_\_\_\_ **Volts:** \_\_\_\_\_ **Amps:** \_\_\_\_\_ **Watts:** \_\_\_\_\_

How many 110 crockpots: \_\_\_\_\_ how many 110 deep fryers: \_\_\_\_\_ how many 110

freezers/coolers/fridges: \_\_\_\_\_

#### **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 2024 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**

## **37<sup>th</sup> Annual Newport Harvest Street Festival Waiver**

**Newport, TN**

**October 7<sup>th</sup> & 8<sup>th</sup>, 2023**

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 \_\_\_\_\_, 2023.

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

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**Print Name:**

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**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.**

**37<sup>TH</sup> Annual Newport Harvest Street Festival  
Rules & Regulations for Food Vendors  
October 7<sup>th</sup> & 8<sup>th</sup>, 2023**

**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 the Tri-Cities.

**FESTIVAL HOURS:**

Saturday, October 7, 2023: 10am to 6pm

Sunday, October 8, 2023: 11am to 5:30pm

**Food Vendor 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 (2) 55 gallon trash containers with liners. This is a litter free event and vendors are responsible for cleanup of their space.

Vendors who participate in the festival in 2022 will get first option to have the booth space from the prior year. **The deadline to apply and reserve the prior year's booth space is Monday, July 31, 2023.** After August 1<sup>st</sup> 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 \$25.00 Discount off booth space.

**Booth Fees:**

One Item space 10X13 for Chamber Members-\$100.00

One Item space 10X13 for Non-Chamber Members-\$125.00

Multiple food item space 10X20 for Chamber Members-\$200.00

Multiple food item space 10X20 for Non-Chamber Members-\$225.00

**Electricity & Water:**

Electricity is available to booth space for and additional \$50.00. **Vendors must provide 150' of electrical cord in order to receive power.**

Vendors must supply a 100 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.**

**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 24, 2023. Any Cancellations made after August 24, 2023, 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 festivals year.

**REGISTRATION & SET UP**

Vendors setting up on Friday night October 6, 2023, are **required** to check in at the registration booth between the hours of 5:00pm and 7:30pm. The registration booth will be set up on the Cocke County Courthouse lawn facing Main Street. Look for the "Event Information" sign on the front of the table. If you do not know 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 5:00PM**

**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.**

**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.**

**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 7, 2023-NOT BEFORE 6PM**

**Sunday, October 8, 2023-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**

**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 24, 2023.**