



# Merchant Application

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

### October 5th-6th, 2024

#### For Official Use Only:

- Date: \_\_\_\_\_  
 Booth #: \_\_\_\_\_
- Electricity Needed
  - Waiver Signed
  
  - Cash
  - Check
  - CC (Visa, MC)

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Booth Rates:** CCP Chamber Members Receive a \$25.00 Discount.

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

NON-MEMBER BOOTH REQUESTS    **1 SPACE \$100 ( ) Space size 10x13**

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

Electrical Hook up Fee: **\$25.00**      Requesting Electrical Yes ( )    No ( )    Total for Booth:\$ \_\_\_\_\_

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

\* If you are requesting electricity, what equipment will you be using: \_\_\_\_\_

**Would you like the same booth space that you had in 2023?** Yes ( ) No ( ) If yes, please specify the booth number: \_\_\_\_\_ **(Booth numbers are not guaranteed)** Special request must be turned in by Monday July 31, 2024.

**Please Specify the description of what your booth will promote:**

( ) Crafts (Handmade Items)    ( ) Artist (Paintings, drawings, etc.)    ( ) Informational ONLY

( ) Other: \_\_\_\_\_

\*Any independent sale consultants for companies such as but not limited to Avon, Thirty-One, Scentsy, Paparazzi etc....Please familiarize yourself with your company's policies 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 Coke County Partnership)
- \*\*There is a \$25 fee for checks returned NSF\*\***

Credit Card (Visa or Mastercard)

Name as appears on CC: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Please Mail Applications with Fees to:** Coke County Partnership 115 Mulberry Street, 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?

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**(To prevent vendors with like items being placed side by side.)** Please give a detailed description of what you will be selling at your booth:

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**38<sup>th</sup> 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)**

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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 Merchant Vendors October 5<sup>th</sup> & 6<sup>th</sup>, 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 the Tri-Cities.

### **FESTIVAL HOURS:**

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

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

### **MERCHANT BOOTH SPACE:**

All booth spaces are **10'x 13'**.

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 2023 will get first option to have the same booth space from the prior year. **Deadline to reserve the same booth you had in 2023 is July 31, 2024.**

### **FESTIVAL FEES:**

All Cocke County Partnership/Chamber of Commerce members receive a \$25.00 Discount off booth space.

#### **Booth Fees:**

Merchant booth for CCP Members: \$75.00 (after discount)

Non-Members booth: \$100.00

#### **Electricity Fees:**

Electricity is available to booth spaces for an additional \$25.00. **Vendors must provide their own 150' 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 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> place plaques will be awarded to the winners by 2pm Saturday October 5, 2024.

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

### **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 festivals year.

### **REGISTRATION & SET UP**

Vendors setting up on Friday night October 4, 2024, 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.

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 5:00PM**

**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 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.**